

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Department of Social Services is in search of:

Support Investigator

Salary: \$52,166 with excellent benefits as described below

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

Duties of the position: This position involves the responsibility of conducting investigations to determine the location and financial status of individuals legally responsible for the support of children. The incumbent verifies absence of the legally responsible relative from a household, locates the individual and assesses the possibility of obtaining reimbursement of funds for a Social Services District and/or dependent children in the private sector, and establishes monitors and enforces court ordered support. Work is performed under the general supervision of the Coordinator of Child Support Services with an emphasis on the exercising of independent judgment in planning and carrying out of the details of work prescribed rules and procedures. This incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associate's Degree in Criminal Justice, Business Administration, Human Services or Paralegal Technology; **OR**
- (B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma and two (2) years of interviewing or investigating experience involving public contact.

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Additional Employment Information: This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.

Applications accepted until position is filled.

You can apply online at <https://stlaw-portal.mycivilservice.com>.

Applications can also be obtained from the St. Lawrence County's website, <https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources (315)379-2210.

Send application to:
St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617

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