



**JEANETTE EATMAN  
INTERIM DIRECTOR**

**DEPARTMENT OF SOCIAL SERVICES**

1000 NORTH FIRST STREET, SUITE 2  
ALBEMARLE, NORTH CAROLINA  
28001

[WWW.STANLYDSS.COM](http://WWW.STANLYDSS.COM)

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**JOB OPPORTUNITY**

**POSITION:** Income Maintenance Investigator I  
**LOCATION OF POSITION:** 1000 North First St., Suite 2  
Albemarle, North Carolina  
**SALARY:** \$29,499 - Salary posted is for fully qualified applicant  
**POSITION AVAILABLE:** February 12, 2018

**DUTIES AND RESPONSIBILITIES:** This position is primarily responsible for investigation of alleged fraud in the income maintenance programs of Social Services and conducting front-end investigations on applications for assistance. This will include home visits. Work at this level requires the review of income maintenance case files referred to them by income maintenance caseworkers and supervisors or where fraud allegations are made by individuals within the community to determine whether errors exist and, if so, the cause of errors. Where the cause of error indicates potential client fraud, the worker is responsible for investigating the case, meeting with the client to discuss the situation, and offering to enter into a repayment agreement or a reduction of benefits. The investigator makes recommendations concerning the appropriate action to take in resolving the cases. Employees may assist in presenting the case to the Social Services Board and may provide assistance to the District Attorney in the prosecution of the client in court. Other duties may be assigned. Competence in computer skills with Microsoft Office Professional is required.

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:** An Associate Degree in Human Services Technology, Social Services Associate, Paralegal Technology, Criminal Justice, Business Administration, Secretarial Science, or closely related curriculum and one year of experience as an Income Maintenance Caseworker; or graduation from high school and two years of experience as an Income Maintenance Caseworker; or graduation from high school and two years of investigative experience in credit, legal, or law enforcement work plus six months experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

**ADDITIONAL REQUIREMENTS:** Must have valid NC driver's license and reliable transportation. All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use. A criminal records check and a driver's license check will be conducted. Computer skills required. Must be flexible in work hours.

**RECRUITMENT PERIOD:** January 8, 2018 through 4:30 on January 22, 2018

**HOW TO APPLY:** Applications are available on the Stanly County website and the NC Works Career Center, 994 N First Street, Albemarle, NC 28001. A fully completed Stanly County application is required.

**Applications will be reviewed to select the best qualified applicants for admission to an interview.**

**STANLY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**