

**FRANKLIN COUNTY
DEPT. OF JOB AND FAMILY SERVICES
80 E. Fulton Street
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

CLASSIFICATION: Investigator 2 (Bargaining)

P.C.N.: 100624

DEPARTMENT: Quality Support Services

P.R.: O9

RESPONSIBILITIES: Conducts field and in house investigations of Public Assistance and Food Stamp cases referred from screening unit as having improper payments. Obtain necessary evidence via research of public records, interviews of collaborating witnesses, contacts with employers as well as review of other public and private agencies' records. Determine amount of overpayment. Prepare summaries of findings following established Agency, County, State and Federal rules and regulations governing Public Assistance and Food Stamp programs. Prepare cases for Administrative disqualification hearings. Completes appropriate claim determination of Public Assistance and Non-Assistance Food Stamp cases referred as having improper payments. Complete independent search of public records to determine availability of assets for possible referral civil collection.

Conduct interviews in office or in home with clients allegedly receiving improper payments; initiate collection letters, attempts to secure promissory notes for restitution, establishes a repayment plan according to public assistance laws and policies. Complete all tasks on CRIS-E that are necessary for establishment, collection and closing of overpayments.

Prepare for and attend, as the agency's representative, court hearings, Food Stamp Administrative Disqualification Hearings and/or State Hearings involving overpayment calculations and evidence used, giving testimony when required.

Prepare necessary reports and updates information on individual cases; completes routine statistical reports reflecting work and productivity and attends meetings and conferences.

MINIMUM QUALIFICATIONS: Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus: 1 course in principals of interviewing (or 1 months experience); 1 course in criminal investigation methods (or 3 months experience in conducting criminal investigations); 1 course in law enforcement (or 3 months law enforcement experience); 1 course in case preparation techniques (or 1 month experience); 1 course in technical writing (or 1 month experience in writing detailed technical reports); 1 course in effective oral communication (or 1 month experience); or equivalent. Valid Driver's License.

STARTING SALARY: \$13.63 per hour/180 day probationary period.

POSTING DATE: Monday, March 08, 2010

DEADLINE FOR APPLYING: Friday, March 12, 2010, at 5:00pm.

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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