Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: SOCIAL SERVICES INVESTIGATOR (HELP PROGRAM)

SALARY: $55,248 - $67,295 annually

LOCATION: Monroe County Department of Human Services

HELP PROGRAM:
Hiring for Emergency Limited Placement Program. This program streamlines the appointment process to allow Monroe County to hire diverse, qualified permanent employees quickly and without examinations.

JOB SUMMARY:
This position involves research and investigation for verifying provider and beneficiary compliance with government assistance programs. Investigations may include establishing paternity, locating absent parents, or investigating alleged or suspected violations of government assistance programs by providers and/or beneficiaries. Duties include gathering evidence and documentation, including individuals' voluntary statements and personal financial records. The employee reports directly to and works under the general supervision of an administrator, legal counsel, or investigator of higher rank. Supervision of others is not a responsibility of this class. Work may be conducted in the office and/or field, during evenings, on weekends or at irregular intervals. Does related work as required.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of an equivalency diploma, plus EITHER:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Criminal Justice or Police Science or a closely related field; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Criminal Justice, Police Science, or from a paralegal institute; plus two (2) years paid full time or its part time equivalent experience as a social services examiner or legal assistant, OR in conducting investigations; OR,

(C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years of experience as defined in (B) above; OR,

(D) Four (4) years paid full time or its part time equivalent experience as a social services examiner or legal assistant, OR in conducting investigations; OR,

(E) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:
This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional

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SPECIAL REQUIREMENTS CONTINUED:
offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION: If you are appointed, you will be required to attend New York State training held at the New York State Police Academy.

Visit: https://www.monroecounty.gov/hr-choosemonroe for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:
There is no residency requirement for this position.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL RD. – ROOM 752B
ROCHESTER, NEW YORK 14620

Posting Date: October 28, 2026

Posting Deadline: November 13, 2026

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