



BERGEN COUNTY BOARD OF SOCIAL SERVICES

INTERNAL/EXTERNAL POSTING

TO: All Staff

FROM: Ritzy Moralez-Diaz

DATE: May 7, 2025

RE: *One (1) Provisional Full Time, Investigator County Welfare Agency - BL Spanish*

External Starting Salary \$76,885

Internal Salary Range: \$76,885 - \$107,660

The Agency has an immediate need for a full time Provisional Investigator BL in Spanish in our Fraud/Claims Unit.

All candidates must be fluent in Spanish (reading and writing) for consideration.

Internal eligibility is open to those full-time employees who possess a minimum of **one year** as a **Human Services Specialist 2** or **Human Services Specialist 2 BL Spanish**.

External: Bergen County Residents preferred.

Definition:

Under direction, without the assumption of legal authority, conducts elaborate, special, confidential, and routine investigations of assigned public assistance cases in which there is an alleged or suspected desertion, fraudulent receipt of assistance, or other violation of federal, state, and county public assistance rules, regulations, or laws; does related work as required.

Experience:

Two (2) years of work experience that involved either (1) investigations in connection with the prosecution or defense of civil or criminal cases; or (2) investigations concerning compliance with or violations of statutory laws, rules, and regulations; or (3) criminal investigations requiring the use of a variety of investigatory methods and techniques; or (4) securing and verifying information and making determinations or recommendations pertaining to such matters as the eligibility or qualifications of applicants for loans, insurance, credit, employment, entitlement to cash awards or financial benefits, and the adjustment and settlement of insurance claims; or (5) other types of investigations which involved the collection of facts, and obtaining information by observing conditions, examining records, interviewing individuals; and preparing investigative reports of findings

Examples of Work:

Conducts investigations for the purpose of locating persons alleged to have deserted dependents receiving public assistance.

Conducts elaborate, special, and confidential investigations of alleged or suspected violators of federal, state, or local public assistance rules, regulations, and laws.

Visits home of recipients of public assistance for purpose of eliciting necessary facts and data.

Conducts confidential investigations of the finances, occupations, and activities of persons alleged or suspected of the fraudulent receipt of public assistance.

Cooperates under assignment, or as directed, with official law enforcement agencies in obtaining and furnishing information necessary for the apprehension and prosecution of persons alleged to have deserted dependents receiving public assistance, or who have fraudulently received public assistance.

Travels extensively during the daytime working hours and at night for the purpose of conducting assigned investigations.

Maintains necessary records and files.

Prepares comprehensive reports and statements for legal counsel.

Requirements:**Education:**

Sixty (60) semester hour credits from an accredited college or university.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

License:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Knowledge and Abilities:

Knowledge of the law relating to the protection of the civil and property rights of individuals under investigation for alleged offenses against federal, state, or local public assistance rules, regulations, or laws. Ability to assimilate and effectively use established procedures and methods in interviewing, investigating, and examining persons of varied socioeconomic backgrounds, using tact and courtesy, and the analysis and exposition of significant facts and conditions, and to prepare comprehensive reports and statements.

For the full details and duties of this title, **Investigator County Welfare Agency BL Spanish**, please visit the New Jersey Civil Service website: www.state.nj.us/csc.

A copy of this job description is also available in the Personnel office.

Anyone interested in applying for this position must submit their resume via **email** no later than 4:00pm on Friday, May 16th, 2025.

All resumes will only be accepted via **email** at: personnel@bcbss.com.

The Bergen County Board of Social Services is an Equal Opportunity / Affirmative Action employer. As such, the Agency is required by Federal/State legislation to provide equal employment opportunities for all applicants without regard to race, religion, national origin, gender, age or disability.

Job File