BERTIE COUNTY
Department of Social Services
PO Box 627
110 Jasper Bazemore Ave.
WINDSOR, NORTH CAROLINA 27983

TELEPHONE:
252-794-5320

Yolanda White
Director

Internal Posting
(Current Bertie County DSS Employees Only)

POSTING DATE: 11/23/2026
CLOSING DATE: 12/7/2026
CLASSIFICATION: **Income Maintenance Investigator II**
SALARY GRADE: 65
SALARY RANGE: $34,084 to $52,831

DESCRIPTION OF WORK AND ESSENTIAL FUNCTIONS

The Income Maintenance Investigator II will conduct investigations into suspected fraud or abuse in public assistance programs such as Food and Nutrition, Medicaid, Work First, Energy Assistance, Child Care Subsidy, and other Income Maintenance programs. The position is responsible for gathering evidence, interviewing clients and other related parties, preparing cases for administrative or judicial action, and testifying in court when necessary. Position also serves as a resource for other staff in responding to questions and complex situations encountered.

Essential Functions

- Receive and investigate referrals of suspected fraud, misrepresentation, or program abuse in public assistance programs.
- Interview clients, employers, landlords and other third parties to verify eligibility information.
- Review case records, applications, financial documents, and computer data for discrepancies.
- Conducts home visits or field investigations as necessary to collect evidence.
- Prepare reports documenting findings, evidence and recommendations for resolution.
- Calculates overpayments and establishes repayment agreements.
- Coordinates with District Attorney and law enforcement to prepare criminal cases.
- Testifies in administrative hearings, trials, or court proceedings related to program violations
- Refer clients for disqualifications or sanctions in accordance with federal and state regulations.
- Serves as resource and trainer in the areas of fraud for other agency staff

Knowledge, Skills and Abilities

Knowledge of federal, state and county policies governing income maintenance programs. Knowledge of investigative principles, techniques and legal requirements. Ability to analyze financial records, applications and support documentation to detect fraud. Skill in interviewing, fact-finding, and gathering testimony. Strong written communication skills for preparing reports and legal documentation. Ability to testify clearly and credibly in hearings and court. Ability to work effectively with law enforcement, attorneys, judges and agency staff. Proficiency with NC FAST and other case management databases.

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Minimum Education and Experience

An Associate Degree in Human Services Technology, social Service Associate, Paralegal Technology, Criminal Justice, Business Administration, Secretarial Science or closely related graduation from high school and three years of experience as an Income Maintenance Caseworker or Income Maintenance Investigator; or graduation from high school and two years of investigative experience in credit, legal, or law enforcement work plus eighteen months of experience as an Income Maintenance Caseworker or Income Maintenance Investigator; or an equivalent combinations of training and experience.

Application Criteria

Submit a completed State of North Carolina Application Form (PD-107), (https://www.ncdhhs.gov/pd107-22023-fillable/open), with an official college transcript (if applicable) no later than 5:00 pm on the closing date to: Bertie County Department of Social Services, Attn: Yolanda White, PO Box 627, Windsor, NC 27983 or to yolanda.white@bertie.nc.gov

Or to

Bertie County Human Resources Services, Attn: Nicole Boone, PO Box 530, Windsor, NC 27983 or to nicole.boone@bertie.nc.gov. Resumes in lieu of a completed PD-107 are not acceptable. Late, incomplete and/or unsigned applications will not be considered. A current, valid NC driver's license is required.

Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Bertie County. This service, if required, will take precedence over duties described in this position vacancy announcement.

A Criminal Background Check will be required before any offer of employment