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**INVESTIGATOR I – Hotline Agent  
Division of Legal Services, Investigations  
Western Region Welfare Investigations Unit**

The Missouri Department of Social Services, Division of Legal Services (DLS) is seeking candidates for an Investigator I vacancy. This position is located in Jackson County (8800 E 63rd St; Raytown, MO) and will serve as part of the DLS Western Region, Welfare Investigations Unit. This position will be responsible for, but not limited to, the Western Region Welfare Fraud Hotline, receiving and processing welfare fraud referrals, analyzing complex reports with large amounts of data to formulate courses of action, and utilizing DSS databases and EBT Edge for gathering information and entering, updating, and tracking referrals and investigations. This position will also be responsible for performing preliminary investigative work, assisting with client interviews, and writing reports. Proficient with Microsoft Word and Excel applications is preferred. MULES certification within the first six months of employment will be required.

**This position requires a work schedule of Monday – Friday, 8 a.m. - 5 p.m.**

**Job Duties:**

Primarily responsible for the Western Region Welfare Fraud Hotline.

Conducts preliminary investigations of suspected violations and incidents, interviews staff, victims, and witnesses to obtain evidence and write case summaries.

Compiles and analyzes information regarding victims, witnesses, and persons suspected of violating statutes, policies and/or procedures, or program requirements administered by the assigned agency.

Compiles and analyzes documentary information relative to business operations, financial assets, real and personal property, and employment and wages.

Compiles and analyzes information related to suspected cases of fraudulent receipt of public assistance, child support, medical assistance, Medicaid vendor funds or similar payments, or improper or unlawful activities resulting in the diversion of controlled drugs.

Examines and analyzes a variety of records to secure information concerning suspected violations of federal and state laws and/or regulations.

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Utilizes database for entering, updating, and tracking complaints and investigations.

**QUALIFICATION:**

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Criminal Justice, Law Enforcement, Criminology, Business Administration, social sciences, environmental sciences, or a closely related field. OR Four or more years of experience in financial or resources investigations; civil, administrative, or criminal investigative experience (e.g., tax fraud, licensing, environmental, client care, public assistance, insurance, or military); or as a law enforcement officer; and possession of a high school diploma or proof of high school equivalency.

(Earned credit hours from an accredited college or university may substitute on a year-for-year basis for a maximum of three years of the required experience at a rate of 30 earned credit hours for one year.) OR Two or more years of experience as a Corrections Officer II or higher custody supervisor position with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or proof of high school equivalency. (30 earned credit hours from an accredited college or university may substitute for one year of the required experience.) OR Four or more years of specialized experience in financial, civil, administrative, or criminal investigative activities as a Senior Office Support Assistant (Clerical/Keyboarding) or higher with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or proof of high school equivalency.

**Twice-A-Month Salary Range:** \$1303.17 - \$1346.17

**Recruitment Area:** All qualified applicants.

**To Apply:** Submit cover letter, DSS application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf>, resume, and copies of official transcripts to Bridget Jackson at [Bridget.K.Jackson@dss.mo.gov](mailto:Bridget.K.Jackson@dss.mo.gov) or by mail to:

Department of Social Services  
Division of Legal Services, Investigations  
Attention: Bridget Jackson  
8800 E 63rd St. Suite 520-A  
Raytown, MO 64133

**Application Deadline:** January 22, 2019 at 5:00 p.m. Applications will be subject to review prior to scheduling interviews.

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**