

COORDINATOR OF CHILD SUPPORT ENFORCEMENT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordinating child support enforcement activities whether performed entirely within a local social service department or by other governmental agencies or private contractors. Depending upon the organizational structure of the agency, the duties may involve both coordinating and directly supervising such functions as investigations, financial record keeping, collections and court actions. Work is performed under the general direction of the Deputy County Attorney for the Department of Social Services with wide leeway allowed for the exercise of independent judgement in planning and executing assignments. Supervision is exercised over all subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans coordinates, supervises, and manages the activities within assigned area of responsibility;
Develops policy and procedures for implementing Federal and State regulations regarding child support enforcement;
Oversees the support investigation and parent locator functions of a social services district;
Oversees the collection and accounting of child support monies received in a social services district;
Oversees and participates in the training of staff in support collection procedures and techniques;
Uses a computer to retrieve information and generate a variety of reports;
Establishes and maintains a close working relationship with the Family Court, the County Attorney, the District Attorney, and other law enforcement officials;
Represents the local district in court proceedings involving support;
Establishes and maintains liaison with various units in the local social services district for prompt exchange of case information;
Acts as a correspondent and liaison with the State Office of Child Support, Parent Locator Service, and other involved agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and techniques used in financial investigation and collection;
Good knowledge of Federal, State and local social services laws, rules and procedures particularly as they relate to establishment of paternity, and enforcement and collection of financial support for dependent children;
Good administrative ability as required in planning and coordinating the work of social services units performing diverse functions;

Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
Ability to prepare and maintain records and reports;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to operate a computer;
Good judgement.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and either:

- 1) Two years of general business experience, including accounting or financial record keeping, one of which must have been in a supervisory capacity; OR
- 2) Two years of investigative experience related to either financial, criminal, insurance, or civil matters, one year of which must have been in a supervisory capacity; OR

B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and either:

- 1) Four years of general business experience, including accounting or financial record keeping, two of which must have been in a supervisory capacity; OR
- 2) Four years of investigative experience related to either financial, criminal, insurance, or civil matters, two year of which must have been in a supervisory capacity; OR

C) Any equivalent combination of training and experience as defined by the limits of A) and B) above.

SPECIAL REQUIREMENT: Background Investigation and Additional Screenings: Each candidate may be subject to a thorough background investigation. Applicants will be required to authorize access to educational, financial, employment, criminal history, or other records. Candidates will be subject to additional screenings as a term and condition of employment, including but limited to, fingerprinting.