

Department; Social Services
Classification: Competitive
Grade: 13

SPEC DISK B3
DOCUMENT 6

COORDINATOR OF CHILD SUPPORT ENFORCEMENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating child support enforcement activities whether performed entirely within a local social services department or by other governmental agencies or private contractors. Depending upon the organization structure of the agency, the duties may involve both coordinating and directly supervising such functions as investigations, financial record keeping, collections and court actions. General administrative direction is received from the Commissioner or Deputy Commissioner of Social Services with wide leeway allowed for carrying out specific details of the program. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops policies and procedures for implementing State and Federal regulations regarding child support enforcement;
Oversees the support investigation and parent locator functions of a social service district;
Oversees the collection and accounting of child support monies received in a social service district;
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 service district for prompt exchange of case information;
Acts as a correspondent and liaison with the State Office of Child Support and Parent Locator Service.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Federal, State and local Social Welfare 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 service units performing diverse functions; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to prepare reports; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Two years of full-time permanent competitive status as a Senior Social Services Worker or Senior Support Investigator in the Essex County Social Service Department.

OPEN COMPETITIVE: Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree and either:

(a) Two years of progressively responsible general business experience, preferably including accounting or financial record keeping, one year of which must have been in a supervisory capacity; or

(b) Two years of progressively responsible investigative experience related to either financial, criminal, insurance or private civil matters, one year of which must have been in a supervisory capacity; or

(c) Graduation from a law school recognized by the University of the State of New York and one year of general business experience preferably including accounting or financial record keeping; or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

Revised: 10/02/2014