

COORDINATOR OF CHILD SUPPORT ENFORCEMENT UNIT

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial level position involving responsibility for coordinating child support enforcement activities in a local social service department. Duties involve both coordinating and directly supervising such functions as investigations, financial record keeping, collections and court actions. General administrative direction is received from the Director of Children and Family Services with wide leeway allowed for independent judgment in carrying out specific details of the program. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the Director of Children and Family Services in matters related to budget, personnel and agency procedures;
Assists in the establishment of necessary controls for determining unit staff performance and makes necessary performance evaluations;
Assists in the development of policy and procedures for implementing State and Federal regulations regarding child support enforcement;
Assists in the overseeing of the support investigations and parent location functions of the unit;
Oversees the collection and accounting of child support moneys received in a social service district;
Assists in the establishment and maintenance of a close working relationship with the family court, county attorney, district attorney and other law enforcement officials;
Represents the local district in court proceedings involving support;
Acts as a correspondent and liaison with the State Office of Child Support and Parent Locator Service;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, 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 services units performing diverse functions; ability to establish and maintain cooperation with the public and other governmental and private agencies; ability to prepare reports; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from a school of law with an LL.B. or J.D. degree and one (1) year of general business experience preferably including accounting or financial record keeping; or
- b) Bachelor's degree and two (2) years of progressively responsible general business experience preferably including accounting or financial record keeping, one (1) year of which must have been in a supervisory capacity; or
- c) Bachelor's degree and two (2) years of progressively responsible investigative experience related to either financial, criminal, insurance or private civil matters, one (1) year of which must have been in a supervisory capacity; or
- d) An equivalent combination of the training and experience as stated in a), b), or c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.
2. Employees in this class must obtain a Notary Public license.