

COORDINATOR OF CHILD SUPPORT ENFORCEMENT

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial position involving responsibility for coordinating child support enforcement activities within the local Social Services Department. The duties involve both coordinating and supervising such functions as investigations, financial record keeping, collections, and court actions. General administrative direction is received from the Commissioner of Social Services with wide leeway allowed for carrying out specific details of the program. A Coordinator of Child Support Enforcement does related work as required.

TYPICAL WORK ACTIVITIES:

- Develops policy 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 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;
- May search for information through IRS records and other sources to intercept State and Federal tax returns and other assets of non-compliant respondents.
- Acts as a correspondent and liaison with the State Office of Child Support and Parent Locator Service;
- May authorize reinstatement of automatically suspended driver's or professional licenses and credentials of non-compliant respondents after determining outcomes that are most favorable to petitioners entitled to support.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of investigative techniques used in determining the location and financial status of individuals; good knowledge of the sources of information available in financial investigations; ability to analyze and evaluate financial assets; ability to plan, coordinate, and supervise the work of others; ability to identify and set priorities; ability to readily acquire familiarity with 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; ability to prepare reports; ability to establish cooperating relations with others; tact.

MINIMUM QUALIFICATIONS:

PROMOTION:

One (1) year of permanent competitive class status as Chief Investigator (Social Services) or Supervising Support Officer or three years (3) of permanent competitive class status as a Support Officer.

OPEN COMPETITIVE:

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

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

OR

B.) Two years of 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 registered by the University of the State of New York and one year of general business experience including accounting or financial record keeping;

OR

D.) An equivalent combination of the training and experience as stated in A, B, or C.

SPECIAL REQUIREMENT: New hires will be required to submit to and pass an FBI and local law enforcement background check in accordance with NYS Office of Temporary and Disability Assistance Administrative Directive 17-ADM-08 due to access to federal tax information.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised: 8/19/04

Revised: 3/8/2019