

## **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 investigators and support collection staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

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;  
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:**

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;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and either:

- A) Two years of 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 civil matters, one 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.