

**SENIOR CHILD SUPPORT SPECIALIST**

**Distinguishing Features of the Class:** This position involves facilitating the process of collecting child support by making assignments and supervising the work of Child Support Specialist; by appearing in Family Court to assist in the establishment and enforcement of child support orders against absent parents; and by conducting investigation work. The work is performed under the general supervision of the Coordinator of the Child Support Unit, allowing the incumbent considerable leeway in the exercise of initiative and judgment. The incumbent does related work as required.

**Typical Work Activities:**

- Oversees, reviews and participates in the implementation of the Enforcement and Establishment system, including but not limited to intake, assessment, absent parent location, paternity establishment, support order establishment, resource seizure and interception, and license suspension;
- Uses computer systems such as the State CSMS and ASSETS systems and the Internet to conduct establishment and enforcement activities;
- Reviews and implements paternity establishment procedures including, but not limited to, setting up testing appointments, reviewing billing and authorizing payments;
- Prepares and files court petitions, develops supporting documentation and appears in Family Court with the Assistant County Attorney for TANF cases;
- Conducts intakes and facilitates communication for non-TANF clients with private attorney;
- Reviews weekly court calendar to schedule staff and attorneys for their respective cases;
- Negotiates agreements with parties to court actions;
- Prepares orders resulting from court hearings; files money judgments and satisfaction of judgment documents with the County Clerk;
- Refers cases of suspected fraud to the investigation unit;
- Works on special projects as required,

**Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

- Good knowledge of investigative techniques used in determining the location and financial status of individuals;
- Good knowledge of office terminology and modern office equipment including demonstrated proficiency in use of the Internet, email and Windows based office applications;
- Ability to utilize State computer systems;
- Ability to understand and interpret laws and systems governing child support;
- Ability to work effectively in court settings and communicate effectively with legal professionals;
- Ability to plan and supervise the work of others;
- Ability to keep accurate written records including financial and legal information;

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- Excellent verbal and written communication skills;
- Excellent organizational skills;
- Tact;
- Physical condition commensurate with the demands of the position.

**Minimum Qualifications:**

- (A) Graduation from a regionally accredited or New York State registered two year college with an Associate Degree and two (2) years interviewing or investigating involving public contact, or two (2) years of providing customer service in the public sector, or two (2) years experience in collection of debts; **OR**
- (B) Graduation from high school, or possession of a high school equivalency diploma and four (4) years of experience as described above.

**Special Requirements:** Possession of an appropriate New York State Motor Vehicle Drivers License at the time of appointment.

**Note:** An original transcript is needed for all degrees.

08/19/2005

02/12/2008