
CHILD SUPPORT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial position involving support enforcement activities of the Department of Social Services. The work involves both coordinating and directly supervising such functions as investigations, financial record keeping, collections and court actions. General supervision is received from the Commissioner of Social Services and Director of Social Services Investigations with wide leeway allowed from carrying out the specific details of the program. Direct supervision is exercised over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Develops policy and procedures for implementing State and Federal regulations regarding child support enforcement; Oversees the support collection and enforcement 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 other applicable NYS Agencies.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of Federal, State, and Local social service laws, rules and procedures, particularly as they relate to establishment, enforcement and collections 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 perform responsible work with minimal supervision; Ability to plan and supervise the work of others; Ability to deal effectively with the public; Ability to maintain accurate records; Awareness of confidentiality of support records; Tact; Honesty; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or NYS registered 2-year college or business school with and associates degree in business, criminal justice, legal studies, human services, or related field and three year experience in the compilation and maintenance of financial accounts and records which shall have included the operation of a computer one of which must have been in a supervisory capacity; OR

B. (1) Graduation from a high school or possession of a high school equivalency diploma and (2) five years of experience in the compilation and maintenance of financial accounts and records which shall have included the operation of a computer one of which must have been in a supervisory capacity; Or

C. Seven years of experience as described in (A) above which shall have included experience in the operation of a computer one of which must have been in a supervisory capacity; Or

D. An equivalent combination of training and experience as noted above.

NOTE: Post high school educational training in a regionally accredited or New York State registered college or university or business school in accounting, business administration, economics, or related field structured to prepare individuals for work involving accounting, bookkeeping, auditing, or related work may be substituted for experience on a year-for-year basis provided such training includes an equivalent of three semester credit hours in Accounting per year of training.

SPECIAL REQUIREMENTS: An employee in this position must be bondable.

Approved 1/1/2011