



DATE: June 27, 2023

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Michael Iapocce, Commissioner of Social Services
1061 Development Court, Kingston, NY 12401

JOB VACANCY: Child Support Specialist / Permanent/Provisional / Full-Time / Benefited

LOCATION: Business Resrce Cntr

SALARY: \$23.44 / hour (Grade 10A)

FILL DATE: July 19, 2023
(When such a vacancy is announced, employees who wish to be considered shall be allowed to file appropriate notice within ten (10) working days **following** the announcement of the vacancy.)

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class is responsible for conducting research and interviews in order to determine the location and financial status of individuals who are legally responsible for the support of their dependents, within the Ulster County Department of Social Services. This position is located in the Ulster County Department of Social Services. The work is performed by use of computer software exclusive to a child support enforcement program and involves locating absent parents, establishing paternity and support for children born out of wedlock, and enforcing and monitoring the payment of child and medical support ordered by the Family and Supreme Courts. The incumbent also assesses the possibility of obtaining reimbursement of social services funds paid for the support of dependents. This work is performed in accordance with Federal, State, and local laws including the Family Court Act and Civil Practice Law and Rules. The work is performed under the general supervision of a higher level employee with considerable leeway allowed for exercise of independent judgment in carrying out the details of the work. Supervision is not a function of this class. Does related work as required.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern research techniques used in determining the location and financial status of individuals; working knowledge of methods used in account keeping and checking financial records and reports; ability to obtain necessary information through skillful interviewing; ability to navigate the internet and utilize e-mail, word processing, and spreadsheet templates; ability to understand and interpret laws concerning support cases; ability to gain the cooperation of others; ability to prepare written material; ability to analyze facts and make logical conclusions and recommendations; ability to summarize data clearly and effectively while providing testimony in court; emotional maturity; initiative; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree and one year of full time paid, or its part-time equivalent experience in account keeping and interviewing involving public contact; **OR**
- B. Completion of 30-semester credit hours from a regionally accredited or NYS registered college or university and two (2) years of full-time paid, or its part-time equivalent experience in account keeping and interviewing involving public contact; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid or its part-time equivalent experience in account keeping and interviewing involving public contact; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

Special Requirement: Certain assignments made to employees in this class will require access to transportation to meet field requirements in a timely and efficient manner.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.