

DATE: September 5, 2025

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: Principal Child Support Specialist / Permanent/Provisional / Full-Time / Benefited

LOCATION: Business Resrce Cntr

SALARY: \$31.32 / hour (Grade 14A)

FILL DATE: September 26, 2025

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the planning, coordinating, managing and administering the activities of the Senior Child Support Specialists, Child Support Specialists and other subordinate staff within the Ulster County Department of Social Services. The work is carried out in accordance with established procedures and involves court hearings and litigations, preparing income executions and judgments, reviewing court case files, interpreting legal documents, preparing fiscal records, as well as assigning work and supervising and training staff. This class differs from Senior Child Support Specialist by the virtue of administrative responsibility. Work is performed under supervision of the Coordinator of Child Support Enforcement with considerable leeway allowed for of the exercise of independent judgment. Does related work as required.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern research techniques used in determining the location and financial status of individuals; thorough knowledge of methods in account keeping and checking financial records and reports; good knowledge of skillful interviewing ; good knowledge of navigation of the internet; ability to interpret and manipulate electronic records and reports; ability to understand and interpret law concerning support cases; ability to gain the cooperation of others; ability to plan, coordinate, manage and supervise the work of others and to evaluate their performance; 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 job.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree and two (2) years of full-time paid, or it's part-time equivalent experience in account keeping and interviewing involving public contact ; **OR**
- B. Graduation from a regionally accredited or NYS registered college or university with an associate's degree and four (4) years of full-time paid, or it's 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 six (6) 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.