

DATE: October

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: Senior Child Support Specialist / Contingent Permanent/Temporary / Full-Time / Benefited

LOCATION: Business Rescre Cntr

SALARY: \$27.62 / hour (Grade 12A)

FILL DATE: November 6, 2025



DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for supervising the work of 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 maintaining, creating and updating electronic records, issuing certain documents, court representation and testimony as well as supervising and participating in interviews to determine the location of individuals who are legally responsible for the support of their dependents. The class differs from that of Child Support Investigator by the complexity of work and supervisory responsibility. The work is performed under the general supervision of a higher level employee with considerable leeway allowed for the exercise of independent judgment. Does related work as required.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern research techniques used in determining the location and financial status of individuals; good knowledge of methods used in account keeping and checking financial records and reports; working knowledge of skillful interviewing; working knowledge of navigation of the internet, interpreting and manipulating electronic records and reports; ability to understand and interpret laws concerning support cases; ability to gain the cooperation of others; ability to plan and supervise the work 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 and Bachelor's Degree and one year 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 and Associate's Degree and three (3) 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 five (5) years of full-time paid or its' part-time equivalent experience in account keeping and interviewing involving public contact.
- D. An equivalent combination of training and experience as indicated in A, B and C above.

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.

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 this is an Ulster County position it will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer a candidate will be required to be fingerprinted accordingly.

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.