

FAMILY COURT SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for coordinating and supervising the performance and activities of the Child Support Enforcement Division of the Ulster County Department of Social Services. The incumbent is responsible for providing coordination of the available technical and human resources of the division in staffing the various courts before which child support enforcement cases are being presented. The position is under the general supervision of the Coordinator of Child Support Enforcement or another administrative manager, with considerable leeway allowed for exercising independent judgment in carrying out the technical and supervisory details of the work. Supervision is exercised over the work of Child Support Enforcement staff. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Coordinates, supervises and manages the activities within assigned area of responsibility;

Prepares and processes all Family Court Orders involved with Child Support Enforcement;

Schedules appearances of all Child Support staff in the Support Magistrates Courts, before the Family Court judges, and the Supreme Court when necessary;

Maintains a Court Calendar with all pertinent court appearances and scheduling staff to cover all required sessions;

Schedules and records all DNA testing relative to Child Support Enforcement efforts, including out-of-state testing, and advising the Courts of results;

Maintains a record of attempts at Personal Service including the provision of verification to the Family Courts;

Interprets and communicates a variety of Federal, State and local laws and codes to maintain compliance in the delivery of Child Support Enforcement services;

Monitors staff performance, makes performance evaluations and institutes performance standards in area of responsibility;

Oversees and participates in the training of staff;

Maintains cooperative working relationships with other units, including Temporary Assistance (TA), Medicaid (MA), Food Stamps (FS) and Day Care (DC) to facilitate the delivery of services;

Prepares a variety of reports in accordance with Federal, State and local requirements;

May appear at administrative or judicial proceedings to interpret decisions or applications;

May act as liaison with Family Court, Probation Department, County Attorney, District Attorney and other law enforcement officials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Through knowledge of Federal, State and local laws, rules and regulations as they apply to child support enforcement; good knowledge of available social services programs that interface with child support enforcement actions; good knowledge of modern principles and practices of supervision; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; ability to read, understand and analyze complex court documents and orders; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and three (3) years of full-time paid experience examining, investigating or evaluating claims for assistance, child support issues or a similar program, at least two (2) years of which must have been in a supervisory capacity; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and five (5) years of full-time paid experience examining, investigating or evaluating claims for assistance, child support issues or a similar program, at least two (2) years of which must have been in a supervisory capacity; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid experience examining, investigating or evaluating claims for assistance, child support issues or a similar program, at least two (2) years of which must have been in a supervisory capacity, **OR**
- D. An equivalent combination of training and experience as indicated in A, B or C above.

ULSTER COUNTY

Adopted: March 9, 2005

3104 FAM CT SUP

Classification: Competitive

3103 FMCTSP HLP

Classification: Non-Competitive

Grade: 15A

Union: CSEA