

PRINCIPAL CHILD SUPPORT SPECIALIST

DISTINGUISHING FEATURES OF THIS 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.

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 al of the following, as well as other related activities not described.

Appears in court in an advocatory role;

During court hearings, presents case arguments, makes inquiries of litigants and offers summations / recommendations to the court;

Participates in litigations concerning the establishing of paternity, the obtaining of support orders, the enforcement of existing support orders, the collection of arrears and the entering of money judgments;

Reviews case files from court, creates and adjusts accounts to reflect court ordered changes, prepares case files and provides the court with pertinent evidential material in an appropriate manner for presentation in court;

Prepares fiscal account audits relative to the operation of the child support unit;

Interprets legal documents from New York State and out-of-state courts and distributes and assigns them to the work staff for necessary account changes while providing instruction and guidance;

Designs, drafts and implements new procedures, forms and petitions;

Maintains the flow of information and inquiries between the unit and applicable agencies;

Prepares and forwards satisfactions of money judgments to the appropriate Sheriff's Department and County Clerk respectively;

Supervises the work of Senior Account Clerk, Senior Child Support Specialists and Child Support Specialists, coordinates their work with clerical staff members;

Distributes and assigns work;

Trains new staff members;

Trains all staff members on the implementation of new procedures.

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.

ULSTER COUNTY
4987 PR CLD SP
Classification: Competitive
Grade: 14A
Union: CSEA

Adopted: February 28, 2008
Revised: November 6, 2009