

Jurisdictional Class: Competitive  
Adopted: September 20, 1978  
Revised: February 2, 2012

**COORDINATOR OF CHILD SUPPORT ENFORCEMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a managerial position involving responsibility for coordinating child support enforcement activities whether performed entirely within a local social service department or by other governmental agencies or private contractors. Depending upon the organizational structure of the agency, the duties may involve both coordinating and directly supervising such functions as investigations, accounting of financial records, establishment, collection, enforcement, and modification of child support payments and court actions. General administrative direction is received from the Commissioner of Social Services with wide leeway allowed for the exercise of independent judgment in carrying out specific details of the program. Supervision may be exercised over the work of subordinates. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Develops policies and procedures for implementing State and Federal regulations regarding child support enforcement;

Oversees the child support investigation, collection, enforcement, and modification of child support orders and centralized operations of a social service district;

Oversees the automated enforcement processes, court processes and bank reconciliation processes for the child support program;

Establishes and maintains a close working relationship with the family court, the county attorney, the district attorney, and other law enforcement officials;

Represents the local district in court proceedings involving child support;

Represents the local district on child support matters at local and state functions;

Establishes and maintains liaison with various units in the department for prompt exchange of case information;

Acts as liaison with the State Office of Child Support and Centralized Processing Center;

Attends meetings and training workshops as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of Federal, State, and local social welfare laws, rules, and procedures particularly as they relate to establishment of paternity and enforcement and collection of financial support for dependent children;

Good administrative ability as required in planning and coordinating the work of social service units performing diverse functions;

Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;

Familiarity with the use of computers and various computer programs;

Ability to make simple and accurate mathematical computations;

Ability to prepare reports;

Sound judgment.

## Coordinator of Child Support Enforcement

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher and two (2) years of experience in accounting, financial record keeping, or investigative experience related to either financial, criminal, insurance, or private civil matters; one (1) year 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 and four (4) years of experience as described in (a) above; one (1) year of which must have been in a supervisory capacity; or
- (c) An equivalent combination of the training and experience as defined by the limits of (a) and (b) above.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require reasonable access to transportation to meet work requirements made in the ordinary course of business in a timely and efficient manner.

Candidates must be bondable.