

Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 01/16/2020

CHILD SUPPORT UNIT SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This administrative position is responsible for supervising the child support investigation function as well as the child support accounting function. The work is performed under the general direction of the Commissioner of Social Services with wide leeway allowed for developing and implementing investigative procedures. Supervision is exercised over Child Support Unit staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Establishes procedures for the intake, enforcement, accounting and assignment of cases in the Child Support Division;

Establishes and implements procedures for conducting support investigation accounting procedures;

Reviews support files and forms for submission to State Parent Locator Services;

Establishes and maintains liaison with the Family Court, County Attorney and other law enforcement officials;

Oversees and participates in the training of child support staff;

Takes part in establishing and implementing procedures for receiving and transmitting pertinent case information between the support investigation unit and other units within the agency;

May represent the County in Court proceedings involving child support.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of investigative procedures and techniques used in determining the location and financial status of individuals; thorough knowledge of Federal and State Social Service Law, rules and regulations as they apply to child support enforcement; ability to plan, direct and supervise the work of others; ability to prepare clear and accurate records and reports; ability to establish and maintain effective working relationships with others; resourcefulness.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in social work, sociology, psychology, business management, criminal justice or a closely related field **AND** four (4) years of supervisory experience working in a human services agency; **OR**

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in social work, sociology, psychology, business management, criminal justice or a closely related field **AND** six (6) years of experience working in a human services agency; four (4) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

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Adopted: 11/01/1995

Revised: 03/14/1997; 09/01/2006; 06/05/2015; 12/09/2016; 01/16/2020