

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 09/01/06

CHILD SUPPORT UNIT SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This administrative position is responsible for supervising the child support investigation function in the Department of Social Services. 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 Unit;
Establishes and implements procedures for conducting support investigation accounting procedures;
Reviews investigation 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 the support investigative 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.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in criminal justice or a closely related field **AND** three (3) years of interviewing or investigative supervisory experience; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in criminal justice or a closely related field **AND** five (5) years of interviewing or investigative experience, involving public contact as a regular aspect of the job; three (3) 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 experience, as described in (B) above; three (3) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner. Possession of a valid New York State driver's license at time of appointment will be required. Incumbent must maintain license throughout appointment.

Adopted: 11/01/95
Revised: 03/14/97, 09/01/06