

The **Sullivan County Department of Family Services** is seeking to fill the following position:

COORDINATOR OF CHILD SUPPORT ENFORCEMENT

This is a managerial position involving responsibility for coordinating child support enforcement activities whether performed entirely within the Department of Family Services (the local social services district) or by other governmental agencies or private contractors. Depending upon the organization structure of the agency, the duties may involve both coordinating and directly supervising such functions as investigations, financial record keeping, collections and court actions. General administrative direction is received from the Commissioner or Deputy Commissioner of Family Services with wide leeway allowed for carrying out specific details of the program.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's Degree and either:

- (A) Six (6) years of progressively responsible general business experience preferably including accounting or financial record keeping, two (2) years of which must have been in a supervisory capacity; or
- (B) Six (6) years of progressively responsible investigative experience related to either financial, criminal, insurance or private civil matters, two (2) years of which must have been in a supervisory capacity; or

MINIMUM QUALIFICATIONS: Promotion:

Candidate must have thirty-six (36 months) current permanent competitive class status as a Family Services Investigator or twenty-four (24) months current permanent competitive class status as a Senior Family Services Investigator or Court Liaison in the Sullivan County Division of Health and Family Services. Persons who will meet the minimum qualifications within six (6) months of the exam date may participate in this exam, but will not be certified for appointment until they meet the minimum qualifications. NOTE: (1) You must provide complete dates of employment (month/year), number of hours worked per week and a detailed description of your qualifying experience as indicated above. (2) Only paid full-time or part-time equivalent experience will be considered.

SALARY: \$65,406.00-\$80,897.00

MUST APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position subject to Civil Service examination.

EEO/AA Employer

M/F/D/V

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.