

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 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.

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

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

Oversees the support investigation and parent locator functions of a social service district;

Oversees the collection and accounting of child support monies received in a social service district;

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 support;

Established and maintain liaison with various units in the local social service district for prompt exchange of case information;

Acts as a correspondent and liaison with the State Office of Child Support and Parent Locator Service.

COORDINATOR OF CHILD SUPPORT ENFORCEMENT**Page 2****FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

TERISTICS: Good knowledge of Federal, State and local social welfare laws, rule 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 services units performing diverse functions; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to prepare reports; tact; and courtesy.

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
- (C) An equivalent combination of the training and experience as stated in (A) and (B) above.

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.

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NYS Civil Service Commission Approval: N/A

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