

COURT LIAISON

462-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for representing the Sullivan County Child Support Unit (Local District) in Family Court. This position also involves performing investigation or collection duties similar to those performed by Family Services investigative staff. The Court Liaison position takes the lead on various child support enforcement cases. Works closely with Department of Family Services Attorneys and also performs tasks in the absence of attorneys. Work is performed under general direction with wide leeway for independently performing most job tasks. Supervision may be exercised over subordinate investigative and clerical support staff assigned to the Child Support Unit.

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.*

Establishes and maintains an effective working relationship with the Family Court, Probation

Department, County Attorney and other law enforcement officials;

Oversees and participates in the interviewing of clients, relatives, neighbors, and others in an effort to obtain information concerning the whereabouts of persons responsible for the support of children;

May assign work and direct and supervise subordinate investigators and clerical support staff assigned to his/her unit;

Participates in the development and implementation of effective controls regarding the receipt and accounting for funds collected by the Child Support Enforcement Unit;

Negotiate pre court agreements;

May submit documents/agreements on the court records;

Coordinates and schedules all DNA/genetic testing to establish paternity county, state and interstate wide;

Oversees all process of service for petitions, testing and testimony;

Represents local district at various meetings, including court proceedings involving child support;

Meets with attorneys, petitioners and judicial officials;

Participates in the training and supervision of staff in support investigation procedures and techniques;

Performs location, investigation, and court activities similar to those performed by Family Services Investigators;

Refers cases of suspected fraud to appropriate investigative units;

Oversees and participates in the maintenance of reports, records and files;

Assists in establishing and implementing procedures for receiving and transmitting pertinent case information between the support investigation unit and other units in the agency and county.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of investigative techniques used in determining the location and financial status of individuals; Good knowledge of Federal and State Social Service Laws, rules and regulations as they apply to child support enforcement; good knowledge of office terminology and methods used in keeping and checking financial records and reports; ability to prepare clear and accurate records and reports; ability to plan, evaluate, and supervise the work of others; ability to interact effectively with others in an interview setting; ability to provide direction and guidance to others; ability to follow oral and written instructions; ability to establish effective working

relationships with others; good judgment; initiative; and resourcefulness.

MINIMUM QUALIFICATIONS: Either

- (A). Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher and three (3) years of field and or child support enforcement investigation experience; or
- (B). Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and five (5) years of field and/or child support enforcement investigation experience; or;
- (C). Graduation from high school or possession of a high school equivalency diploma and seven (7) years of field and/or child support enforcement investigation experience; or
- (D). An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Qualifying field investigative experience is defined as investigative experience including experience with a law enforcement agency, credit bureau, bank, insurance company, Internal Revenue Service, social security office or retail audit office or similar office in which the candidate was involved in conducting investigations beyond the primary source (i.e. the client). Experience with a law enforcement agency is interpreted to include experience with military police, sheriff's department, state or local police, F.B.I., C.I.A. or private investigative experience with a detective or security agency.

SPECIAL REQUIREMENT: Possession of an appropriate valid Motor Vehicle Operator's License at the time of appointment.

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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Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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