

**HUMAN SERVICES BUILDING
EDGECOMBE COUNTY DEPARTMENT OF SOCIAL SERVICES
122 E. ST. JAMES STREET
P. O. BOX 370
TARBORO, NORTH CAROLINA 27886**

Posted: Internal, ESC, Edgecombe County Website
Child Support Agent II -Enforcement

Salary: \$28,015

165-40-718

Description:

This position is an Enforcement Child Support Agent II position. Duties consist of locating absent parents, establishing paternity and/or support orders and medical orders, enforcing compliance with existing orders and collecting and distributing child support in IV-D cases. In addition, this position is responsible for reviewing existing orders every three years taking action for modification, if appropriate. Position performs other duties as assigned. Overtime work is compensated with compensatory time off. A valid NC driver's license and access to a passenger vehicle is required. Employees operating their personal vehicles for county business shall maintain the minimum liability coverage required by the state of North Carolina in accordance to the County Fleet Policy and Employee Safety Program (page 10, section G.) Position is located in the Rocky Mount Office however, office location may change based on the needs of the agency.

Knowledge, Skills and Abilities:

Thorough knowledge of the Child Support Enforcement program and applicable legal procedures; considerable ability to interview clients, absent parent and related sources, and to investigate cases; considerable ability to organize, analyze, and summarize case information; basic math skills; ability to establish and maintain effective working relationships with clients and absent parents, location resources, offices of the Clerk of Court, Magistrates, District Attorney, Sheriff, other court officials, and private attorneys.

Minimum Training and Experience:

- Four year degree and six months of experience in eligibility, investigative, judiciary, or legal work that provides knowledge, skills and abilities needed to perform the work;
- Associate degree in business administration, human resources, law enforcement or closely related degree and two years of experience in eligibility, investigative, judiciary, or legal work that provides knowledge, skills and abilities needed to perform the work;
- Graduation from high school and three years of experience in eligibility, investigative, judiciary, or legal work that provides knowledge, skills and abilities needed to perform the work; or an equivalent combination of education and experience.
- Will consider work-against applicants at the Child Support Agent I level with a hiring salary of \$25,411.00.

Application Period: 11/20/2013 thru 12/03/2013

Application Deadline: December 3, 2013@ 5:00 p.m.

Application Process: Applications are available online at www.edgecombecountync.gov. Applications are also available at the Edgecombe County Manager's Office at 201 S. Andrew St. Tarboro, NC 27886. Applications can also be picked up at the Social Services office at 301 S. Fairview Rd., Rocky Mount, NC 27801. Applications are to be returned to Nora Harper, Personnel Assistant at 301 S. Fairview Rd., Rocky Mount, NC 27801. Applicants may also apply through the Division of Employment Security. Electronic copies, Fax copies, incomplete or unsigned applications will not be considered.

Preferences: Prefer applicants that are proficient in using a personal computer and have strong verbal and written communication skills. Bilingual (English/Spanish) applicants encouraged to apply. Work-Against applicants will be considered: CSA I = \$25,411.00.

Any transcript(s) of undergraduate and/or graduate degree(s) is required at the time of application. Degrees must be received from appropriately accredited institutions.

WE SUPPORT A DRUG FREE WORK ENVIRONMENT. A pre-employment drug screening and criminal background check is required.

AA/EOE