

# Washington County

## Department of Social Services

### Career Opportunity

#### Child Support Enforcement Agent II

**SALARY GRADE – 65**

**SALARY RANGE: \$29,927 - \$44,346**

**NOTE: If no fully qualified applicant is selected, a work against employment status may be established and the following salary will apply:**

**Child Support Enforcement Agent I \$ 27,173 for first year**

#### **APPLICATION (PD-107) MUST BE TYPED**

**DESCRIPTION OF WORK:** This work involves establishing paternity, support orders and monitoring child support orders to ensure that non-custodial parents are complying with the terms of the orders related to monetary payments, medical coverage payments and other court-ordered requirements. This worker will be responsible for identifying cases in delinquency status and determining appropriate enforcement activities. Those activities may include initiating income withholding actions, issuing show causes for contempt hearings, sending notices to credit bureaus, initiating actions to revoke or block issuances of driver licenses and/or vehicle registrations, and other enforcement remedies. Other work involves monitoring and certifying arrears, court preparation including appearing in court and case management activities. This worker will perform case management activities for Hyde and Tyrrell Counties and will be on-site (Hyde County Department of Social Services and Tyrrell County Department of Social Services) in each county a minimum of two days per month. This worker will appear and participate in court proceedings for child support enforcement matters in Hyde and Tyrrell Counties on scheduled court days. Must have a valid North Carolina drivers' license and dependable transportation.

**Minimum Training and Experience Requirements:** A four year degree and six months experience in eligibility, investigative, judiciary, or legal work that provides knowledge, skills and abilities needed to perform the work; or an associates 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; or 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.

**NOTE: This is a full time funded contracted position**

**Application Process:** Applicants for this position should submit a completed State of North Carolina application (PD-107) and college transcripts to Cathy Ange at the Washington County Center for Human Services located at 209 E. Main Street in Plymouth, NC 27962 or by mail at PO Box 10, Plymouth, NC 27962 by Friday, May 19, 2017 at 5:00 pm.

**APPLICATION DEADLINE: May 19, 2017**

**POSTING DATE: May 5, 2017**

*Washington County Department of Social Services  
PO Box 10  
Plymouth NC 27962*

*Equal Opportunity/Affirmative Action Employer*

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