

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 case management activities. This worker will perform interstate case management activities. This worker will appear and participate in court proceedings for child support enforcement matters 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.

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 or by mail at PO Box 10 Plymouth, NC 27962.

APPLICATION DEADLINE: April 10, 2018

POSTING DATE: March 27, 2018

Drug Screening Test Required

*Washington County Department of Social Services
PO Box 10
Plymouth NC 27962
Equal Opportunity/Affirmative Action Employer*

We have great benefits...

*Health Insurance for employees *Dental Insurance *Longevity Pay *401-K *Life Insurance *Accrued Vacation/Sick Leave *11 Paid Holidays *Travel Reimbursement and More!!!