

Washington County

Department of Social Services

We have great benefits...

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

Career Opportunity

CHILD SUPPORT SUPERVISOR I
SALARY GRADE – 67
SALARY RANGE: \$33,734 - \$49,902

APPLICATION (PD-107) MUST BE TYPED

DESCRIPTION OF WORK: This position will supervise a Child Support Enforcement Program for Washington and Tyrrell Counties. Work involves planning, organizing, directing, evaluating the program, supervising administratively and technically the agents and clerical support staff; plans work operations, priorities, and goals within unit to support agency-wide IV-D goals; coordinates activities between clerks of court, district attorneys, judges, agency attorney, and law enforcement personnel; assigns and balances workload within unit, develops procedures to improve efficiency, makes organizational changes in unit, monitors expenditures for legal services, blood test, and collections; provides orientation and training to staff; provides training and coordinates with state IV-D training services; reviews established manuals, statutes, regulations with staff and explains new policies and procedures; establish guidelines for the unit in accordance with overall agency standards and goals; meets with staff individually or in groups on a regular basis, discuss work flow, caseloads, policy changes, work methods, accomplishments; monitors quality and quantity of work: assists with unusual or difficult cases by interviewing uncooperative clients and hostile absent parents; evaluates staff performance; recommends to county director, appraisals, promotions, reassignments, salary adjustments or dismissals; interviews applicants and confers with higher level manager.

Minimum Training and Experience Requirements: Graduation from high school plus four and one half years of experience in investigative, judiciary, eligibility, attorney's office or related work which provides the knowledge, skills and abilities needed to perform the work, including one year of IV-D experience: or four year degree plus one and one half years of experience in the Child Support Enforcement Program; or Associate of Arts Degree in business, human resources, law enforcement or closely related field and two and one half years of experience in investigative, judiciary, eligibility, attorney's office or related work, including one year of IV-D 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 27962 or by mail at PO Box 10, Plymouth, NC 27962 by Tuesday, October 23, 2018 at 5:00 pm.

DEADLINE for applications is Tuesday, October 23, 2017 by 5:00pm.

POSTING DATE: October 9, 2018

Drug Screening Test Required

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

Equal Opportunity/Affirmative Action Employer