

Washington County

Department of Social Services

We have great benefits...

*Free Health Insurance for employees *Dental Insurance *Longevity Pay *401-K *Life Insurance *Accrued Vacation/Sick Leave *13 Paid Holidays

Career Opportunity

Child Support Enforcement Agent II

SALARY GRADE – 65

SALARY RANGE: \$30,526-\$45,233

Applicants not meeting full qualification requirements can be considered for employment through a work-against training program to advance towards being fully qualified for the position.

****SALARY IS DETERMINED BASED ON EXPERIENCE****

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 may 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) **(with supplemental sheet (PD-107(A) if necessary to capture all work history)** and college transcripts to Cathy Ange at the Washington County Department of Social Services located at 209 E. Main Street in Plymouth, NC 27962 or by mail at PO Box 10, Plymouth, NC 27962 by **Tuesday, October 12, 2021** at 5:00 pm. Applications can be found at www.ncworks.gov or www.washconc.org. You may also contact Cathy Ange at cathyba@wcchs.org for a copy of the application.

DEADLINE for applications is by Tuesday, October 12, 2021 by 5:00 pm

POSTING DATE: September 28, 2021

Drug Screening Test Required

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