

FULTON COUNTY
DEPARTMENT OF SOCIAL SERVICES
ANNOUNCES THE FOLLOWING:

**CHILD SUPPORT ENFORCEMENT
COORDINATOR**

FULTON COUNTY RESIDENCY IS REQUIRED

2026 Salary: \$29.70 per hour

Typical Work Activities:

Develops policy and procedures to implement State and Federal laws and regulations regarding child support collection and enforcement and paternity establishment;
Interprets laws, policies and procedures for staff, clients, respondents and other social service units;
Manages unit workload through use of electronic and non-electronic systems, daily reports and other monitoring tools;
Supervises the child support investigation and the parent locator functions of the social service district;
Reviews financial investigations, locations and voluntary agreements made by staff;
Reviews court documents; prepares and/or reviews case summaries for cases scheduled for court;
Oversees or serves as the agency representative in court;
Coordinates and approves administrative reviews of disputed tax offset refunds; handles problem cases for the department;
Supervises the collection, accounting and distribution of child support monies received through electronic systems and oversees the same for monies collected directly by the Department;
Oversees enforcement of child support payments through use of electronic and legal means; develops recommendations for handling violation petitions and standards of acceptable compliance;
Monitors the preparation of financial reports and the reconciliation of the unit's accounts; reviews the monthly computer report for appropriate action;
Conducts or schedules training for staff;
Reviews and evaluates staff performance;
Establishes and maintains a working relationship with the New York State Office of Child Support Enforcement, Family Court and the Social Services Attorney;
Establishes and maintains liaison with various units in the local social service district for prompt exchange of case information and development of joint or cooperative procedures when necessary;
Attends training sessions and meetings of policy and procedures.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma, and either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting, business administration or closely related field and one year of experience in the compilation and maintenance of financial accounting, collection of delinquent accounts, or credit investigation; or
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in accounting, business administration or closely related field and three years of experience three years of experience in the compilation and maintenance of financial accounting, collection of delinquent accounts, or credit investigation; or
- (C) Five years of experience in the compilation and maintenance of financial accounting, collection of delinquent accounts, or credit investigation; or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

If qualifying by A (education option), a copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Applications should be filed with the
Fulton County Personnel Department
1 East Montgomery Street
Johnstown NY 12095
(518) 736-5574**

They can be found on our website at www.fultoncountyny.gov.