**Department**: Department of Social Services

**Position**: Child Support Agent II

**Salary Range**: $31,534.27 - $44,557.10 Salary Grade: 65

**Fully Qualified starting Salary:** $33,130.69

**Posting Dates**: June 2, 2020 – June 16, 2020

**Description of Work**: The Child Support Unit is responsible for establishing paternity and child support obligations, location services, enforcement, and distribution of child support payments for clients/children who are receiving public assistance and clients/children who are non-recipients and have applied for child support services. The employee is responsible for in-depth investigation and preparation of cases for court, the enforcement of court support orders, and variables affecting a case and the independent role in presenting cases (with the attorney) in the courtroom. The work will involve location of absent parents; determining through affidavits, DNA testing, the paternity of an absent parent; and establishing a child support obligation either by voluntary means or court action.

**Education and Experience**:A four year degree and six months experience in eligibility, investigative, judiciary, or legal work that provides knowledge’s, skills and abilities needed to perform the work; or an associate’s 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’s, 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’s, skills and abilities needed to perform the work; or an equivalent combination of education and experience.

**Experience Preferred:** North Carolina Child Support

**Application Process**: Application must be submitted before the closing date to Alexander County Human Resources, 621 Liledoun Road, Taylorsville, NC 28681. Applications can be obtained from Human Resources or downloaded from the County’s website. You may also submit your application online by clicking the “Online Application” link. Only qualified applicants will be referred for an interview.