

VACANCY ANNOUNCEMENT

Date: October 26, 2020

Greene County Department of Social Services

227 Kingold Blvd; Suite A
Snow Hill, NC 28580

CLOSING DATE: November 16, 2020

CHILD SUPPORT AGENT II - ENFORCEMENT

Position #: 179-40-717 Salary Grade: 65

Salary Range: \$32,671 - \$45,541 Starting salary may be lower if not fully qualified

Permanent Full Time: 8 am to 5 pm Monday through Friday

DESCRIPTION

This position is responsible for location of absent parents, establishing paternity and support for a caseload of absent parents involved with the Child Support Program. This involves receiving new applications for services, interviewing caretaker parents and absent parents to negotiate payment of child support. The worker schedules and completes DNA testing and develops evidence to prove paternity when necessary. The position works with ACTS computer based case management program for managing cases and taking applications from person requesting assistance in securing child support for their children. This position routinely appears in court to represent the agency in Child Support actions. Must have the ability to communicate to receive and give detailed information; prepare and analyze data; thorough knowledge of the Child Support Enforcement Program and applicable legal procedures; establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE

Graduation from high school and three years as income maintenance worker in a Department of Social Services; or graduation from high school and 3 years of experience in judiciary and/or paralegal work; or an associate degree in human resources or law enforcement and 2 years of experience in judiciary or legal work involving interviewing and public contact; or a four-year college degree and 6 months of on the job training.

HOW TO APPLY

AN NC PD-107 APPLICATION IS REQUIRED.

You may download the PD-107 application from the Greene County site (www.greencountync.gov/job-listings) or the NC Office of State Human Resources site.

Applications must be completed in full. Do not leave any boxes blank - fill with N/A when needed. Do not write "see resume" in lieu of filling out the education and work history. **Application must be signed to be considered.**

Please mail applications to the attention of Michelle Shackelford at Greene County DSS 227 Kingold Blvd; Suite A Snow Hill, NC 28580. Application may be faxed to (252) 747-7553 or e-mailed to michelle.shackelford@greencountync.gov

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.