



# JONES COUNTY

Department of Social Services  
Wendy Winslow, Director

## VACANCY ANNOUNCEMENT

**Position:** Child Support Agent I

**Salary Range:** \$31,582 – \$34,861

**Description:** Work in this class involves the initiation and organization of Child Support Enforcement (IV-D) duties. These duties include: interviewing new public assistance clients, and some non-public assistance clients, to explain the program and to obtain data regarding the absent parent; determining the course of action; locating the absent parent; and establishing voluntary paternity and/or support obligations through the court system. Work at this level may involve gathering evidence for suits, drafting the proper papers, evaluating testimony and evidence, and determining the necessity of court action. Employees in this class work in intake, location, or establishment of paternity, and do not go into court unless called as a witness or providing clerical assistance to the lead worker.

**Knowledge, Skills, and Abilities:** Considerable knowledge of the Child Support Enforcement Program and applicable legal procedures; considerable ability to interview clients, absent parents and related sources, and to investigate cases; considerable ability to organize, analyze, and summarize case information; basic math skills; ability to establish and maintain effective working relationships with clients and absent parents, location resources, offices of the Clerk of Court, Magistrates, District Attorney, Sheriff, other court officials, and private attorneys.

**Minimum Qualifications:** Graduation from high school and two years of experience in eligibility, investigative, judiciary, or legal work that provides the knowledge, skills, and abilities needed to perform the work; or an associate degree in business administration, human resources, law enforcement or closely related degree and one year of experience in eligibility, investigative, judiciary, or legal work that provides the knowledge, skills, and abilities needed to perform the work; or a four year degree; or an equivalent combination of education and experience.

**Special Requirements:** This position is also mandatory to work in emergency shelters in the event of a natural or man-made disaster. This employee will be required to perform other duties as assigned in small office.

**Additional Requirements:** Applicants must consent to Alcohol and Drug-free workplace testing and background checks with the Administrative Office of the Courts, the NC Department of Motor Vehicles and other background sources as deemed appropriate.

**How to Apply:** Interested candidates must complete and submit a signed North Carolina State Application (PD-107) to:

Wendy Winslow, Director  
418 NC Hwy 58N, Unit D  
Trenton, NC 28585

Or

NC Works Career Center  
2836 Neuse Boulevard  
New Bern, NC 28562

**Closing Date:** Open until filled

*Jones County Department of Social Services is an Equal Opportunity Employer*