

EMPLOYMENT OPPORTUNITY
COLUMBUS COUNTY DEPARTMENT OF SOCIAL SERVICES

March 31, 2023

POSITION: CHILD SUPPORT AGENT II (Will Accept Work-Against)
AVAILABLE: Immediately
SALARY: \$37,415 - \$53,454 Annually (For fully-qualified CSA II)
HIRING RATE: \$35,635
POSITION NUMBERS: 147-40-717/722/723 (Enforcement)

Close Date: April 14, 2023

REQUIREMENTS:

KNOWLEDGE, SKILLS AND ABILITIES-Thorough knowledge of the Child Support Establishment/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 TRAINING AND EXPERIENCE REQUIRED - 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 associate 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; or equivalent combination of education and experience.

We will accept a work-against, which means we will hire a Child Support Agent I and train for the Child Support Agent II position.

To qualify for Child Support Agent II, all the above requirements must be met.

Columbus County is an Equal Opportunity Employer

FINAL APPLICANTS SUBJECT TO PRE-EMPLOYMENT DRUG SCREENING AND BACKGROUND CHECK.

APPLICATION PROCESS:

All applications must include a signed [Columbus County Application](#).

Completed applications must be submitted to the Columbus County DSS or the Administration Office of Columbus County. Applications may be dropped off or mailed to, Administration Office, 127 W Webster Street, Whiteville, NC 28472 or Columbus County DSS, 40 Government Complex Rd, PO Box 397, Whiteville, NC 28472 (Attn: Nola Wiles); by fax to Nola Wiles at 910-641-0350 or email applications to nwiles@columbusco.org Any questions please contact Nola Wiles at 910-641-3233.

Incomplete applications or applications received after 5:00 p.m. on the closing date will not be accepted. Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office; therefore, persons who submit incomplete applications may not receive full credit for their education, training, and experience. Verification for education and work experience is taken solely from information listed on the Columbus county application. Applicants will not automatically be given credit based on their position title.