



Child Support Agent II-Enforcement:

Position Number: 165-40-718

This position is an Enforcement Child Support Agent II position. Duties consist of locating absent parents, establishing paternity and/or support orders and medical orders, enforcing compliance with existing orders and collecting and distributing child support in IV-D cases. In addition, this position is responsible for reviewing existing orders every three years taking action for modification, if appropriate. Position performs other duties as assigned. Overtime work is compensated with compensatory time off. A valid NC driver's license and access to a passenger vehicle is required. Employees operating their personal vehicles for county business shall maintain the minimum liability coverage required by the State of North Carolina in accordance with the County Fleet Policy and Employee Safety Program (page 10, section.) Position is located in the Rocky Mount office however; office location may change based on the needs of the agency.

Knowledge, Skills and Abilities:

Thorough knowledge of the Child Support Enforcement program and applicable legal procedures; considerable ability to interview clients, absent parent 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:

Four-year degree and six months of experience in eligibility, investigative, judiciary, or legal work that provides knowledge, skills and abilities needed to perform the work; 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; Graduation from high school and three years of experience in eligibility, investigative, judiciary, or legal work that provides knowledge, skills and abilities needed to perform the work; or an equivalent combination of education and experience.

Will consider work-against applicants at the Child Support Agent I level with a hiring salary of \$26,822.00. A Computer Proficiency Test is Required.

Starting Salary: \$29,572.00 or possibly higher depending on experience and credentials. Compensation for full-time employees include excellent benefits that total over \$9,000.00 annually.

Application Period: 06/10/2020 - Open Until Filled. Posted: Internal, NC Works Career Center, Edgecombe County Website

Interested candidates must complete and submit an Edgecombe County Application form. Applications are available on the 4th floor of the Human Services Building located at 122 E. St. James Street, Tarboro NC 27886. Applications may also be obtained online at www.edgecombecountync.gov or at the County Human Resources Office on the 4th Floor of the County Administration Building-201 S. Andrews Street, Tarboro NC 27886. Incomplete or unsigned applications will not be considered. **Any transcript(s) of undergraduate and/or graduate degree(s) is required at the time of application. Degrees must be received from appropriately accredited institutions.**

Please mail completed applications to: Personnel Office, Edgecombe County Department of Social Services, P. O. Box 370, Tarboro NC 27886 or drop off application on the 4th floor at 122 E. St. James Street, Tarboro NC 27886.

Preferences: Prefer applicants with strong computer skills and/or knowledge of State Network Systems, NC FAST, Child Support Automated Systems (ACTS), imaging programs and Windows software including Microsoft Word. Bilingual applicants (English/Spanish) encouraged to apply. **We support a drug free work environment. A pre-employment drug screening and criminal background check is required.**
AA/EOE