

CHILD SUPPORT ENFORCEMENT SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is complex technical and supervisory child support investigation and enforcement work.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Supervises lower level child support enforcement officers engaged in the investigation and enforcement of child support obligations.

Assigns individuals cases to subordinate child support enforcement officers; advises subordinate staff in complex technical and other difficult aspects of assignments.

Reviews and analyzes case records for completion and for conformance to laws, policies and regulations.

Establishes parentage of children of absent parent, support obligation, collection and other statutory requirements of absent parents.

Reviews and evaluates absent parent denial cases prior to submission to the Attorney General's Office for its disposition.

Coordinates and cooperates with other local, federal, state and military agencies and courts in the location of absent parents, establishment of paternity and the enforcement of child support obligations.

Assesses off-island requests for the location of absent parents, collection of support obligation and other reciprocal assistance under the Uniform Enforcement Support Act.

Serves summons, subpoenas, warrant for arrest or other court-related documents and affidavits pertaining to child support; locates, picks-up and delivers absent parent or witnesses on contempt of court cases; testifies in court as witness in matters relevant to child support cases.

Provides training and orientation to subordinate staff regarding changes or amendments to local and federal guidelines and standards, rules and regulations, policies and procedures.

Maintains records and prepares reports.

Performs related duties as required.

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MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, techniques and practices of interviewing and investigation.

Knowledge of the legal procedures and processes as relevant to child support enforcement work.

Ability to supervise the work of others.

Ability to interpret, apply and make decisions in accordance with the Child Support Enforcement Act and pertinent policies, regulations and other program guidelines.

Ability to enforce laws, regulations and policies relevant to Child Support with tact, firmness and impartiality.

Ability to determine facts, develop evidence and secure information.

Ability to analyze and evaluate program plans and operations and make recommendations regarding policy and operational methods directed towards their improvement.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of experience as a Child Support Enforcement Officer II or equivalent work and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

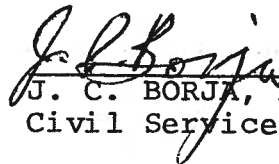
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NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: August, 1983

PAY RANGE: 27



J. C. BORJA, Executive Director
Civil Service Commission