

NOTICE OF VACANCY

DEPARTMENT: Family and Community Services
TITLE: Child Support Unit Supervisor
GRADE/SALARY: 32M - \$49,224 Plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This administrative position is responsible for supervising the child support investigation function as well as the child support accounting function. The work is performed under the general direction of the Commissioner of Social Services with wide leeway allowed for developing and implementing investigative procedures. Supervision is exercised over Child Support Unit staff. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualification at time of application. Either:

Open Competitive Qualifications:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in social work, sociology, psychology, business management, criminal justice or a closely related field **AND** four (4) years of supervisory experience working in a human services agency; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in social work, sociology, psychology, business management, criminal justice or a closely related field **AND** six (6) years of experience working in a human services agency; four (4) years of which must have been in a supervisory capacity.

NOTE: Candidate must submit copy of transcripts with application showing degree area and date degree conferred, if qualifying under open competitive qualifications.

Promotional Qualifications:

Candidates must have full-time, permanent competitive status for a period of **twenty-four (24) months as a Child Support Unit Supervisor Assistant or thirty-six (36) months as a Supervising Support Investigator or forty-eight (48) months as a Confidential Support Investigator** in the Oneida County Department of Family and Community Services at time of application.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

APPLYING ONLINE: Please click the link below and go to the current vacancies tab to find this vacancy.

<https://oneida-portal.mycivilservice.com/>

APPLYING WITH PAPER APPLICATION: Blank paper applications can be picked up in the Personnel Department on 6th Floor of the Oneida County Office Building and either mailed or hand delivered once completed to:

Oneida County Department of Personnel
Joseph M. Johnson, Commissioner
800 Park Ave
Utica, NY 13501

You may also request a paper application to be mailed to you by calling 315-798-5726.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: February 5, 2021

****Oneida County is an equal opportunity employer****