

NOTICE OF VACANCY

DEPARTMENT: Family and Community Services
TITLE: Confidential Support Investigator
GRADE/SALARY: 22W - \$33,987 plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This position involves investigatory work of a specialized nature regarding compliance of respondents with support orders of the Family Court. The work involves the analysis and evaluation of respondent public assistance and non-public assistance payment records against the Court orders rendered on the cases throughout their payment history. Responsibilities include testifying in Family Court regarding an arrears summary or a summary of amounts. Employees in this class prepare such summaries by researching and reconstructing chronologically the payment history of individual cases, and matching such payments to various Court directives. The work requires interpretation of legal documents and making of complex arithmetical computations. Prepares and analyzes a variety of complex financial and statistical reports and records. Work is performed under direct supervision of the Supervisor, Child Support Enforcement, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over subordinate personnel. The incumbent trains personnel as required under the Supervisor's direction. The incumbent performs related work as required.

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

Promotional:

Candidates must have permanent, full-time competitive status for a period of **twelve (12) months as a Senior Support Investigator or twenty-four (24) months as a Support Investigator** in the Department of Family and Community Services immediately preceding application.

SPECIAL REQUIREMENT: The incumbent must possess a valid New York State driver's license at time of appointment and must maintain license throughout appointment.

HOW TO APPLY: Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: May 13, 2021

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