

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Department of Social Services is in search of:

Senior Support Investigator

Salary: \$56,273 with excellent benefits as described below

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

Duties of the position: This position exists in the Child Support Enforcement section of the Department of Social Services and involves responsibility for coordinating the presentation of Court proceedings to secure support payments for petitioners and clients and for advising and instructing lower level Support Investigators on court procedures and preparation of support related documents and records. Incumbents review, collect and prepare all necessary information for court proceedings, testify in court hearings and disseminate court judgments/settlements to Investigators for follow-up action. The work is performed under the general supervision of the Coordinator of Child Support Enforcement with some leeway allowed for the use of independent judgment in carrying out work details. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associate's Degree in Business Administration, Paralegal Technology and two (2) years of interviewing or investigating experience involving public contact; **OR**
- (B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Diploma and four (4) years of interviewing or investigating experience involving public contact.

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Additional Employment Information: This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.

Applications accepted until position is filled.

You can apply online at <https://stlaw-portal.mycivilservice.com>.

Applications can also be obtained from the St. Lawrence County's website,
<https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources
(315)379-2210.

Send application to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617
EEO

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