



DEPARTMENT OF SOCIAL SERVICES
1000 NORTH FIRST STREET, SUITE 2
ALBEMARLE, NORTH CAROLINA 28001
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TAMMY SCHRENKER
DIRECTOR

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JOB OPPORTUNITY

POSITION: Child Support Agent II

LOCATION OF POSITION: 1000 North First St., Suite 2
Albemarle, NC 28001

SALARY: \$32,811 - Salary posted is for fully qualified applicant

POSITION AVAILABLE: December 1, 2016

DUTIES AND RESPONSIBILITIES: Work involves initiating and enforcing child support orders for clients who are receiving public assistance as well as non-public assistance clients. Work will involve determining the course of action necessary to secure child support such as establishing paternity, locating absent parents, establishing support obligations, and enforcing child support court orders. Position involves in-depth investigation and preparation of cases as well as presenting cases in court with the agency attorney. Competence in computer skills is required.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: A four year degree and six months experience in eligibility, investigative, judiciary, or legal work that provides knowledge, skills and abilities needed to perform the work; or an associate's 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; or 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.

ADDITIONAL REQUIREMENTS: Must have valid NC driver's license and reliable transportation. All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use. A criminal records check and a driver's license check will be conducted. Computer skills preferred.

RECRUITMENT PERIOD: October 17, 2016 through 5:00 on October 31, 2016.

HOW TO APPLY: A fully completed State of North Carolina for Employment Application from (PD107) is required.

WHERE TO APPLY: NC Works Career Center
944 North First Street
Albemarle, NC 28001

Applications will be reviewed to select the best qualified applicants for admission to an interview.

STANLY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.