

Announcement Posted: 9/12/17
Responses must be hand delivered or postmarked by: 9/22/17
Applications are now being accepted for the following position

Position: Child Support Specialist 1, SG-18
Or
Child Support Specialist Trainee 1, NS

Salary Range: \$55,494 to \$70,566 (Child Support Specialist 1)
Or
\$42,143 (Child Support Specialist Trainee 1)

Location: Child Support Services
40 North Pearl Street
Albany, New York 12243

of Positions: 1

CANDIDATES MUST MEET THE FOLLOWING QUALIFICATIONS:

Child Support Specialist 1, Grade 18:

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent, competitive service in an appropriate title.

For a complete listing of titles please click on the following link: [70.1 transferable titles](#)

OR

Child Support Specialist Trainee 1, NS:

Eligible for a lateral transfer, or a 70.1 transfer, by having one year of permanent competitive service in an appropriate title.

For a complete listing of titles please click on the following link: [70.1 transferable titles](#)

Note: Candidates who are currently reachable on an appropriate eligible list for the Child Support Specialist 1 or the PCO in Albany need not submit an application for this posting unless they are applying directly as a result of the transfer qualifications listed above.

DUTIES:

Duties of this position may include, but are not limited to the following:

- Monitor local district child support programs to ensure that federal performance measures are met;
- Monitor State Disbursement Unit (SDU) Operations and Banking Operations to ensure contract milestones and deliverables are met;

- Participate in the the development of technical documents in support of SDU and Banking requests for proposals and evaluation tools;
- Review and verify vendor performance related to payment vouchers.
- Identify issues and develop corrective action plans for vendor operations as appropriate; and
- Complete other child support program duties as assigned.

CONDITIONS OF EMPLOYMENT:

Appointment is contingent on Division of the Budget approval to fill. A full-time, contingent permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to these titles.

REMARKS:

*****Candidates should reference posting #17-141 when submitting an application.*** If submitting electronically, please reference posting #17-141 as part of your subject line.**

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

If interested in applying, please click on the following link: [How to Apply](#)