

**NORTHAMPTON COUNTY
NOTIFICATION OF POSITION VACANCIES**

Department: Northampton County Department of Social Services

Position Title: Child Support Agent II

Position Grade: 65

Salary Range: \$ 34,868 - Negotiable

Posting Date: Monday, November 13, 2023

Contact Personnel Office: Sondra B. Livesay - DSS

Deadline for Applying: Friday, December 1, 2023 at 5:00 p.m.

Brief Job Description: Educational/Special Requirements
(See Personnel for detailed job description)

PLEASE SEE ATTACHED

CHILD SUPPORT AGENT II

Northampton County Department of Social Services has vacant Child Support Agent II positions. Work at this level involves taking appropriate action to require responsible parents to support their children. Work requires considerable knowledge of areas of the Child Support Program, thorough knowledge of applicable legal procedures and knowledge of investigating cases. Agents gather information necessary to locate absent parents, to establish paternity and support, and to determine the course of action of a case. Employees have frequent contact with hostile clients and absent parents, some who are potentially threatening. **Minimum Education & Experience for a Child Support**

Agent II – 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. Candidates may be considered at the Child Support Agent I level. Computer skills preferred. Qualified applicants must complete a **N.C. State Employment Application (PD-107)**, enclose an official college transcript, if applicable, and submit before the closing date to:

Sondra B. Livesay
Northampton County Dept. of Social Services,
P. O. Box 157,
Jackson, N. C. 27845.

Closing date for receipt of applications is Friday, December 1, 2023, at 5:00 p.m. Applications will also be accepted at the NC WORKS, 406 Premier Blvd, Roanoke Rapids, NC 27870. Applicants must possess a valid state driver's license. Northampton County is an EOE, complies with ADA requirements and hires only U. S. Citizens and lawfully authorized alien workers. All successful candidates will be required to submit to a substance abuse test and a criminal history record check.