



Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **PROGRAM COORDINATOR OF CHILD SUPPORT
ENFORCEMENT UNIT
(Provisional* Appointment)**

SALARY: \$54,101 - \$74,402 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This is an administrative position involving the coordination and evaluation of program ideas and objectives in all functional areas of the Child Support Enforcement Unit (CSEU), such as fiscal, intake, enforcement, and collections. The employee reports directly to, and works under the general supervision of the Financial Assistance Services Coordinator or other higher-level staff member. General supervision is exercised over Child Support Enforcement Supervisors. Does related work as required

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years paid full-time or its part-time equivalent experience in professional** child support enforcement activities; OR,
- (B) Five (5) years paid full-time or its part-time equivalent experience as stated in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**professional experience, for the purposes of these minimum qualifications, does not include experience such as clerical and secretarial work.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD, RM. 752B
ROCHESTER, NEW YORK 14620

Posting Date: June 6, 2022

Posting Deadline: July 1, 2022

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.