

HAMILTON COUNTY PERSONNEL/CIVIL SERVICE
IS NOW ACCEPTING APPLICATIONS FOR:

SUPPORT COLLECTION SPECIALIST

Hamilton County Social Services is currently seeking an individual interested in becoming a Support Collection Specialist. There will be one position available in the near future. The position is located in Indian Lake. Starting salary is \$42,813 - \$45,839. The position will be full-time including an excellent benefit package.

Incumbent is responsible for obtaining voluntary support payment agreements, investigating cases, monitoring child support payment accounts and collecting monies owed to the Social Services Department on delinquent accounts. This employee maintains working relationships with the Family Court, County Attorney, District Attorney, local Social Services, State Social Services, and other law enforcement officials. Duties of the position involve both field and office assignments and require the exercise of independent judgment in gathering information and following through to enforce payment on delinquent accounts. In addition, the incumbent is responsible for set up and maintenance of office computers, and related peripheral equipment, troubleshooting computer problems, and setting up workable programs for routine reports using existing computer programs. The work is performed under the general supervision of the Commissioner of Social Services. The incumbent does related work as required.

Candidates chosen for this position will be given a provisional appointment, must take a civil service examination, and be in the top three scores to retain position OR will be appointed in the Non-Competitive Class through the HELPS Program depending on availability.

Minimum Qualifications:

- A) Graduation from a regionally accredited or NYS registered two-year college with an associate degree and at least nine credit hours in accounting, business or closely related field; or
- B) Graduation from high school and two years of account keeping or collection experience involving public contract; or
- C) An equivalent combination of training and experience as stated in (A) and (B) above.

Special Requirements: An employee in this position must be bondable. Possession of an appropriate New York State Motor Vehicle driver's license at the time of appointment.

Proof of minimum qualifications are required at the time of application.

Download an application at: <https://www.hamiltoncounty.com/personnel>.

Hamilton County Personnel
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APPLICATIONS ACCEPTED UNTIL POSITION FILLED