

SUPPORT ORDER CLERK

GENERAL STATEMENT OF DUTIES: Supervises and performs difficult tasks involved in the maintenance of financial records in the accounting division of the Office of Child Support Enforcement; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class supervises clerical staff within the accounting system and independently performs difficult tasks involved in keeping financial records. The work involves the application of the Family Court Act as it pertains to the maintenance of court support orders. Supervision is exercised over a number of record keeping and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and assigns the work of the employees in the Accounting Section of the Office of Child Support Enforcement;

Supervises the grouping, filing and maintaining of financial records in connection with court orders and court order cases;

Supervises the receipt and disbursement of monies paid through the Office of Child Support Enforcement in connection with court orders and all transactions which involve the handling and accounting for such funds, such as supervision of bank deposits, case and disbursement records and unexpended accounts;

Supervises the periodic analysis of account records and prepares reports both routinely and upon request;

Supervises the continuous audits of respondent and client accounts to verify that payments were made in compliance with existing court orders;

Processes and disburses child support payments through the Automated Support Collection Unit;

Assists in training new employees in this section;

Checks financial reports as to accuracy and completeness;

Maintains complex filing system;

Opens accounts and establishes account ledger in the Automated Support Collection Unit System.

REQUIRED KNOWLEDGE, SKILLS, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of automated accounting systems used in collecting money and maintaining financial records; knowledge of the Family Court Act relating to support of dependents; familiarity with accounting and statistical principles; ability to plan, organize, supervise and review the work of clerical personnel; ability to understand and implement oral and written instructions; ability to maintain accurate records and reports; ability to maintain a good relationship with a wide variety of people; high degree of accuracy; initiative; resourcefulness; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school diploma and four years clerical experience including bookkeeping, accounting or collections work, one year of which must have been on a supervisory level.

SUBSTITUTIONS: Undergraduate* level education in the field of accounting or business may be substituted for the above experience at the rate of thirty credit hours per year. There is no substitute for the one year of supervisory experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.