



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

DEPARTMENT OF SOCIAL SERVICES SUPPORT COLLECTOR GRADE 07

Applications are now being accepted to fill the position of Support Collector at the Orange County Department of Social Services. This position is allocated to the competitive class. The nature of the appointment is provisional, pending the outcome of a Civil Service Examination. Civil Service Examination will be announced at a later date.

The work involves responsibility for enforcing support payment schedules and collecting delinquent payments for child support pursuant to court order or voluntary payment agreements. The work is carried out in accordance with established policies and procedures and involves obtaining voluntary support payment agreements, monitoring child support payment accounts, identifying employer, and collecting monies owed on delinquent accounts. The work is performed under the supervision of the Support Collection Supervisor, with some leeway to exercise independent judgment in matters related to gathering information and following through to enforce payment on delinquent accounts. This class may lead and direct the work of subordinate clerical staff. Does related work as required.

PROMOTIONAL QUALIFICATIONS:

Candidates must be permanently employed in the competitive class in the Department of Social Services (or allocated to the non-competitive class in accordance with Section 55A of Civil Service Law) and must have served continuously on a permanent basis for one (1) year in the title of Account Clerk, Data Control Clerk, or Senior Clerk.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of collection or account-keeping experience.

SALARY: New Employees: \$23.9730 per hour; annually \$49,863.84 (40-hour work week)
County Employees - As per CSEA contract for Grade 07 Salary Schedule

SEND APPLICATIONS TO:

Orange County Department of Social Services
Box Z, 11 Quarry Road
Goshen, NY 10924
Attn: Melissa Glantz

Please note: Applicants must include a copy of their driver's license when submitting applications.

Open announcement until position is filled

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources page. Or download directly here: [Application for Employment Application](#)

An Equal Opportunity Employer

www.orangecountygov.com