

**D.C. OFFICE OF THE ATTORNEY GENERAL
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 10-2016	POSITION TITLE: Support Enforcement Specialist
POSITION GRADE & SERIES: CS-101-11	SALARY RANGE: \$59,698 - \$76,969 Annual *Please note that this position is only Budgeted at a grade CS-11/01 to the CS-11/08 at \$59,698 - \$73,131 Annual
OPENING DATE: January 27, 2016 CLOSING DATE: February 5, 2016	TOUR OF DUTY: 8:15 am – 4:45 pm Monday - Friday
AREA OF CONSIDERATION: Agency Employees Only	PROMOTION POTENTIAL: None
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Child Support Services Division 441 4 th Street NW Washington, D.C. 20001	NO. OF VACANCIES: One (1)
DURATION OF APPOINTMENT: Career Service Appointment	

COLLECTIVE BARGAINING UNIT: This position is in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through direct payroll deduction.

BRIEF DESCRIPTION OF DUTIES:

This position is located in the Child Support Services Division (CSSD) Fiscal Operations Section, Wage Withholding Unit. CSSD's mission is to enhance the well-being of children and sufficiency of families *through assuring assistance in obtaining and monitoring financial and medical support obligations* while delivering first-rate child support services. The incumbent will serve as a Specialist in the Wage Withholding Unit that is assigned a caseload of routine and highly complex cases (i.e. involving more than one non-custodial parent and other types of difficult and sensitive cases). Incumbent performs a full range of functions relating to the work of the Child Support Services Division with a focus on processing matches from the Child Support Lien Network (CSLN) and Local and Multi-State Financial Institutions Data Match (FIDM). Conducts personal and telephone interviews of customers, and others, to collect and verify information and explain the functions of the program. Obtain documents and takes other appropriate action to enter and monitor data in the case management system. Reviews and compiles accurate and complete data and determines the appropriate action to be initiated (i.e. paternity and order establishment enforcement, Intergovernmental actions, collections and distribution, with a specialized focus processing Income Withholding, Lien/Levy, Writs, etc...). Determines the most expeditious manner of processing cases, i.e., whether to refer for parent location, enforcement or reciprocal out-of-state action or whether to submit pleading for filing in court. Monitor the status of all active cases. Required to exercise discretion when negotiating prior to taking legal actions, and reports to the appropriate entity (court, other government agency, etc...) on findings and results. Incumbent may be requested to provide testimony on aspects of the case about which (s)he is knowledgeable. Incumbent is required to monitor the consistency of payments for purposes of enforcement. In this regard, evaluates the circumstances of any default after investigation and interviewing as needed, and determines the appropriate manner of proceeding with enforcement action(s).

QUALIFICATIONS: Candidates must have at least one (1) year of Specialized Experience that equipped the candidate with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been

equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

RANKING FACTOR #1: Knowledge of the civil and administrative aspects of the laws governing the IV-D Program.

RANKING FACTOR #2: Knowledge of principles and practices of the Child Support Services Division (CSSD).

RANKING FACTOR #3: Ability to plan and conduct complete investigations to establish paternity and secure child support payments consistent with requirements of the CSSD.

RANKING FACTOR #4: Ability to identify relevant information and to employ guidelines and laws applicable to safeguarding information.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Eligible's for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over a non-District applications, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

VETERANS PREFERENCE: Applicants claiming veteran's preference must submit official proof of the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

OTHER INFORMATION: A background investigation will be conducted.

HOW TO APPLY: Candidates may apply in person or send a **DC 2000**, Employment Application for the District of Columbia Government to the Office of the Attorney General for the District of Columbia, Human Resources Section, Suite 1100S, located at Judiciary Square: 441 4th Street, N.W. Washington, D.C. 20001. Candidates may send applications via e-mail to: OAG.Recruitment@DC.GOV. Resumes are not considered job applications therefore a DC-2000 must be submitted to receive consideration. Resumes will be accepted **in addition to**, the DC-2000. Inquiries related to employment and job applications should be directed to Shawn Winslow, Management Liaison Specialist (202) 724-7318. **To download Employment Application Form, DC-2000, visit our website at: www.oag.dc.gov.**

INFORMATION TO CANDIDATE: Applications received outside the area of consideration and/or after the closing date as well as **INCOMPLETE APPLICATIONS** will not be given consideration. **FOR THE PURPOSE OF EMPLOYMENT, RESUMES ARE NOT CONSIDERED COMPLETE JOB APPLICATIONS.** Therefore, to be considered all applicants **must** submit a **COMPLETED DC-2000 EMPLOYMENT APPLICATION.**

EEO STATEMENTS: The District of Columbia Government is an Equal Opportunity Employer.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation. Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL