

Date Posted: 05/08/12

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title:	Child Support Supervisor
Employer/Agency:	Contra Costa County
Job Description:	<p>The Contra Costa County Department of Child Support Services seeks to fill an open vacancy for Child Support Supervisor in Martinez, California. The Child Support Supervisor provides day-to-day supervision of operational staff that performs the full range of child support collection activities. The individual selected will be responsible for overseeing, training, directing, supervising, and evaluating the work of personnel responsible for child support liability payments, restitutions and collections on child support accounts. In addition, the Supervisor will organize, implement, manage and coordinate team responsibilities in assigned functional areas. The Child Support Supervisor reports directly to the Child Support Services Manager.</p>
Qualifications:	<p>License Required: Possession of a valid California Motor Vehicle Operator's License. Out of State valid Motor Vehicle Operator's License will be accepted during the application process.</p> <p>Education: Possession of a High School Diploma, G.E.D., or equivalency or a High School Proficiency certificate.</p> <p>Experience: Three (3) years of full-time journey level experience in child support collections casework in a public Child Support Office or Agency.</p>
Salary/Hours:	Monthly Salary Range \$4,802-\$5,837
Employer/Agency:	Contra Costa County
Address:	651 Pine Street, 2 nd Floor
City, State, Zip:	Martinez, CA 94553

Phone Number:	925-335-1700
Application Method:	<p>Apply online at www.cccounty.us/depart/hr. If you do not have access to a personal computer, you can apply on-line at any of the 26 community libraries located through-out Contra Costa County. To access community library locations and hours of operation, please contact the Contra Costa County Library at 1-800-984-4636, or the Richmond Public Library at 510-620-6557. With a library card, you may also reserve a computer in advance by phoning the Contra Costa County Library or visiting the website http://www.ccclib.org and by visiting the Richmond Public Library website http://ci.richmond.ca.us/index.aspNID=105. You may also apply online and receive a full range of services to help you find a job at any of the EASTBAY-Works One-Stop Career Centers. Visit their website at http://www.ehed.org/work/work101.html.</p> <p>Paper application forms may be obtained from the Human Resources Department, or by calling (925)335-1700. Completed Applications must be mailed to the Martinez office and must be postmarked no later than the filing date. Resumes are encouraged but may not be substituted for the official application form.</p>
Opening Date:	Final Filing Date: May 11, 2012.

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you