

Child Support Specialist 1

Announcement Posted:

11/19/2025

Responses must be hand delivered or postmarked by:

11/29/2025

Salary Range:

\$66,951 to \$85,138

Location:

Child Support Services
40 North Pearl Street
Albany, NY 12243

Grade:

18

of Positions:

1

Candidates Must Meet the Following Qualifications:

Eligible for a lateral transfer or eligible for transfer under Section 70.1 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <https://careermobilityoffice.cs.ny.gov/cmo/gotit/>.

OR

Reachable on the appropriate eligible list in Albany.

Duties of Position:

Duties of Position may include:

- Providing technical assistance to local district child support enforcement units regarding federal and State laws and policy, management reports, program and systems requirements, so that the local district staff can carry out the child support program as required.
- Reviewing, analyzing, monitoring and communicating with local district child support enforcement operations to ensure federal performance measures are met.
- Conducting on-site visits to assess local district operations and to promote full use of appropriate procedures and to participate in special technical assistance projects to increase

performance.

- Developing and drafting policies and procedures related to new rules and regulations or designed to ensure program compliance and increase program performance.
- Monitoring State Disbursement Unit (SDU) contractor performance to ensure all contract requirements, deliverables, and timeframes are met.
- Developing system specifications and enhancements to comply with new federal or State requirements or to improve program performance.
- Providing technical assistance to local district child support staff in the use of the automated systems.
- Developing requests for proposals (RFPs) for SDU operations or statewide banking services.
- Contribute program expertise, oversight and monitoring for grants and other program contract services.
- Other child support duties as assigned.
- Identify and work with State subject matter experts in support of development of business rules needed to be integrated in the Integrated Eligibility System (IES).
- Support efforts to ensure all IES related changes and accommodations are in compliance with federal and State requirements for child support and are cost effective and efficient.
- Provide subject matter expertise to IES business requirements processes to ensure child support processes and requirements are maintained and not disrupted by IES implementation in any way and that all current file exchanges and interfaces are retained.
- Assist in completing user acceptance testing of system.

Desired Competencies:

- Self-motivated, strong attention to detail, and committed to teamwork.
- Ability to organize and prioritize multiple tasks and meet deadlines.
- Excellent communication and problem-solving skills.

Conditions of Employment:

A full-time, contingent permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

Please be advised that all hires or transfers into this position must submit to mandatory fingerprinting and an associated background investigation, including state and national criminal history record checks, as well as a check with local law enforcement agencies where the applicant has lived, worked, and/or attended school within the last 5 years for any identified arrests, to ensure suitability

for employment and/or continued employment. Candidates will not be required to pay the fees associated with mandatory fingerprinting. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment. Please note that the selected candidate, should they continue to have access to Federal Tax Information (FTI), must submit to a mandatory reinvestigation every five (5) years.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

Remarks:

- **Candidates should reference posting 25-191 when submitting your application.**
- **If submitting electronically, please reference posting 25-191 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. In alignment with New York State's Executive Orders 187 and 31, OTDA is committed to advancing diversity, equity, inclusion, and accessibility by fostering an inclusive workplace.