

Child Support Specialist 2

Announcement Posted:

9/3/2025

Responses must be hand delivered or postmarked by:

9/13/2025

Salary Range:

\$86,681 to \$109,650

Location:

Child Support Services
40 North Pearl Street
Albany, NY 12243

Grade:

23

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:

This position will supervise staff within the Division of Child Support Services' Program Operations Bureau assigned to complete duties that 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 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.

Desired Competencies:

- Self-motivated, strong attention to detail, and committed to teamwork.
- Ability to organize and prioritize multiple tasks and meet deadlines.
- Strong communication skills (both verbal and written), including facilitation and team leadership skills.
- Committed to customer service and identifying process improvements.

Conditions of Employment:

You must be a current New York State employee to apply for this position. A full-time 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 these positions 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 25-150 when submitting your application.**
- **If submitting electronically, please reference posting 25-150 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. We actively solicit and encourage applications from Black, Indigenous, and People of Color ("BIPOC"); LGBTQIA+ individuals; women; people with disabilities; and military veterans.