

## ASSISTANT SUPERVISING INVESTIGATION AND ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a higher level para-professional or professional worker, assists with the supervision of financial investigations, enforcement and the financial record-keeping related to enforcement of court orders. Supervision is exercised over a number of para-professional and clerical employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in the assignment, supervision and evaluation of the work of the investigative and enforcement unit;

Assist in the assignment, supervision, and evaluation of the work of the clerical staff;

Acts as liaison between the Probation Department and the court on enforcement matters as assigned;

Assists in supervising the preparation of periodic financial and administrative reports;

Assists in the review of reports for compliance with applicable laws, rules, and regulations;

Assists in the review and acting upon complaints regarding payments of fines, non-support, paternity, and restitution cases;

Assists in the issuance of default notices and the determination of which cases shall be returned to court on a Violation Petition;

Assists in the preparation of analysis of departmental commitments and obligations.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of court procedures pertaining to non-support, paternity, and restitution cases; good knowledge of procedures of financial record-keeping, reporting, and filing; ability to plan, layout, and supervise the work of others; ability to prepare reports from financial and statistical records; ability to carry out complex oral and written instructions; ability to get along well with others; tact; courtesy; moral integrity; initiative; resourcefulness; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Promotion: Six months permanent status as Probation Assistant II; OR Open Competitive: Graduation from a standard high school and either (a) graduation from a recognized college or university\* and two years experience in banking, law enforcement, probation or collection work or some related field; or (b) six years experience as described in (a); or (c) any equivalent combination of the foregoing training and experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

ASSISTANT SUPERVISING INVESTIGATION AND  
ENFORCEMENT OFFICER

Page 2

West. Co.  
J. C.: Competitive  
AVD  
1

Job Class Code: C0148  
Job Group: X