



County of Greene, Missouri Employment Vacancy Announcement

March 9, 2010

Supervisor/Child Support Division

**Full-Time Days (40 hours per week)
Salary range: \$35,214 - \$38,480 annually**

The Greene County Prosecuting Attorney is accepting applications for the position of Supervisor of the Child Support Division. This supervisor will work under the direction and supervision of the First Assistant Prosecuting Attorney of the Child Support Division.

Essential Duties and Responsibilities:

This supervisor will perform administrative paperwork for the entire child support staff and supervise and direct the technicians and clerical staff in this division. He/she will train personnel, conduct meetings as needed on issues in the office. He/she will periodically review cases as to adherence to time frame requirements and seek solutions when problems arise. Will fill in and work technicians' workloads when required. Handle all administrative duties pertaining to the division, such as correspondence, payroll, budget, and preparation of purchase orders. Open and distribute all incoming correspondence and review for proper documentation, then route to appropriate personnel. Interview prospective support staff employees. Keep monthly statistical reports. Work with staff to implement policies to make the office more efficient. Handle personnel issues, maintain time records, and perform annual performance evaluations. Inform and meet with the division head when issues arise, and perform other duties as assigned.

Minimum Requirements:

Four year college degree and two years of child support experience or six years of child support experience. Must be a team player.

We desire to hire a person who can begin the training process on April 12, 2010, with the goal of transitioning into and assuming full responsibility for the position by June 1, 2010.

All candidates are required to undergo a post-offer screening for the presence of illegal drugs, background screenings and reference checks.

Application Deadline: Applications will be accepted through Friday, March 19, 2010.

Interested individuals may mail an application to the Greene County Prosecuting Attorney's Office/Child Support Division, 313 South Avenue, Springfield, Missouri 65806, or fax an application to 417-862-8730.

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.