



<b>MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION:</b> 08/21/09	<b>CLASS TITLE:</b> CHILD SUPPORT ENFORCEMENT AGENCY SPECIALIST II (CSEA SPECIALIST II)	<b>CODE:</b> 69401
	<b>MAJOR AGENCIES:</b> B C C (JOB & FAMILY SERVICES – ONLY)	<b>PAGE</b> <u>2</u> <b>OF</b> <u>2</u>

**CLASS CONCEPT:**

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	<p>referrals to investigative-recovery unit; prepare notification letters to recipients of suspension, addition, reduction or termination of child support; prepare documents when necessary to refer client to another unit.</p> <p>Attend hearings; prepare summaries; process corrections; answer routine inquiries; make referrals to attorneys; cooperate with law enforcement, judicial and governmental officials and agencies; maintain investigative records and prepare reports on findings; make recommendations; attend conferences/training programs; assist fellow workers.</p>	
4	<p>Assist in training presentations; assist supervisors and others in conducting research; maintain caseloads of specialized or sensitive nature; assist in special reports and projects (e.g., emancipation project); conduct internal and external outreach activities; review legal referrals; prepare cases for attorney review and monitor cases/child support orders for appropriate action; perform Administrative Adjustment and Reviews(child support modifications). Perform other duties as assigned.</p> <p>(Performs Related Duties As Required)</p>	<p>(*Developed After Employment)</p>

<b>UNUSUAL WORKING CONDITIONS:</b>	<b>MINIMUM CLASS REQUIREMENTS: (Including License, If Any)</b> liberal arts or business related field plus 5 yrs. minimum CSEA experience as CSEA Account Clerk I, CSEA Specialist I or JFS Aide or equivalent classification from another CSEA – <b>OR – alternative, equivalent evidence of the Minimum Class Requirements.</b> (Other Evidences May Be Substituted)	<b>TRAINING &amp; DEVELOPMENT:</b>
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