



DHS-CHILD FISCAL OFFICER IV

CHARACTERISTICS OF WORK:

This is technical work at the county level involving the preparation and maintenance of all county financial records and the direction of business operations in a child support department. Incumbents investigate and resolve client complaints and verify receipt collections through the computer system, Pay Connection, which transfers to Mississippi Enforcement Tracking Support System (METSS). Also, the incumbent ensures that all accounting activities adhere to generally accepted accounting principles and applicable state/federal regulations. Supervision is exercised over lower-lever child support fiscal officers. Supervision is received from a DHS-Child Support Supervisor. Job specification levels are determined by years of experience and level of expertise.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

One (1) year of experience related to the described duties.

OR

Education:

Completion of sixty (60) semester hours from an accredited two-year or four-year college or university;

AND

Experience:

Three (3) years of experience related to the described duties.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Five (5) years of experience related to the described duties.

Substitution Statement:

Related education and related experience may be substituted on an equal basis.

Documentation Required:

Applicant must attach a valid copy of his/her transcript, when applicable.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Sedentary Work: May occasionally walk or stand and/or occasionally move light objects, materials, etc.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle, or feel objects, tools, or controls. The incumbent is occasionally required to walk; stand; reach with hands and arms; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not

be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Administration and Management: Plans, coordinates, and directs business functions and production.

Directs business operations in a child support department. Assists in the preparation and maintenance of child support financial records.

Financial Management: Administers and maintains the accounting operations of a child support department; assesses financial condition.

Proves and verifies deposits and ensures the accuracy of financial transactions. Administers financial operations regarding the collection and disbursement of funds. Ensures that all accounting activities adhere to generally accepted accounting principles and applicable state/federal regulations.

Professional Maturity: Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Able to assess the situation and appropriately respond. Knows when to refer an issue to the appropriate level of management. Complies with agency standards. Responds appropriately to

supervision and administrative decisions. Takes initiative to accomplish goals. Maintains appropriate standards of confidentiality.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Administers, supervises, and assists in the financial operations of a child support office regarding the collection and disbursement of funds, ensuring that all accounting activities adhere to generally accepted accounting principles and applicable state/federal regulations.
2. May supervise and/or assist in the preparation and maintenance of county records, files, and/or case control and arrearage cards.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Develops and administers the accounting operations of a child support department in accordance with generally accepted accounting principles and applicable state and federal regulations and agency policies.

Collects and deposits child support funds from various sources.

Proves and verifies deposits and ensures the accuracy of financial transactions.

Investigates and resolves client complaints.

Scans batch headers and verifies totals and number of receipts and/or adjustments.

Reviews fiscal procedures on a continual basis to ensure compliance with state and federal regulations and to incorporate changes in applicable laws and agency policies.

Assists in the preparation and maintenance of child support financial records using METSS/computer system

Reads and interprets court orders pertaining to child support into METSS/computer system.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.