



**ST. LAWRENCE COUNTY
SERVICES COMMITTEE AGENDA
MR. BEN HULL, CHAIR
MONDAY, OCTOBER 21, 2024
BOARD ROOM AND VIA YOUTUBE
5:30 PM**



RUTH A. DOYLE
County Administrator

DAVID FORSYTHE
Chair, Board of Legislators

1. CALL TO ORDER AND APPROVAL OF AGENDA

2. APPROVAL OF MINUTES – September 23

3. COMMUNITY SERVICES – JAY ULRICH

- A. Modifying the 2024 Budget for Community Services for the Ongoing Assessment of Clinic Services (Res)
- B. Modifying the 2024 Budget for Community Services for Funding Received from OASAS for Approved Agencies (Res)
- C. Community Services Clinics Update (Info)

4. SOCIAL SERVICES – JOE SEEBER

- A. Modifying the 2024 Budget for Social Services for the Family Centered Services Program (Res)
- B. Social Services Monthly Statistics - Financial Analysis (Info)

5. VACANCY REVIEW COMMITTEE – RUTH DOYLE

- A. Vacancy Review Summary (Info)
- B. Social Services
 - 1. Fill Employment Coordinator, Position No. 801300002
 - 2. Fill Keyboard Specialist, Position No. 003100013
 - 3. Fill, Keyboard Specialist, Position No. 003100019
 - 4. Fill Staff Development Coordinator, Position No. 702100001
 - 5. Fill Secretary I, Position No. 005100012

6. COMMITTEE REPORTS

- A. Board of Health (Curran)
- B. CDP Board of Directors (Burke)
- C. Community Services Board (Haggard)
- D. Office for the Aging Advisory Board (Denesha)
- E. Youth Advisory Board (Terminelli)

7. OLD/NEW BUSINESS

8. EXECUTIVE SESSION

- A. Litigation
- B. Negotiations
- C. Personnel
- D. Appointments

9. ADJOURNMENT – If there is no further business.

November 4, 2024

Services Committee: 10-21-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR COMMUNITY SERVICES FOR THE
ONGOING ASSESSMENT OF CLINIC SERVICES**

By Mr. Hull, Chair, Services Committee

WHEREAS, Community Services operates three (3) clinic environments that include, but are not limited to, a mental health and substance-use clinic with satellite locations, an Opioid Treatment Program (OTP), and a Medication Assisted Treatment (MAT) Program, and

WHEREAS, it is critical to carefully monitor and assess operations and evaluate fiscal viability on an ongoing basis, and

WHEREAS, the professional services of Coordinated Care Services, Inc. (CCSI) included an overview of staffing, revenue cycle management, and the electronic health record,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for Community Services for the ongoing assessment of clinic services, as follows:

INCREASE APPROPRIATIONS:

A3143204 43007 DSRP	A DSRP Other Fees and Services	\$32,500
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INCREASE REVENUE:

A3134905 56000 DSRP	A DSRP Mental Health	\$32,500
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November 4, 2024

Services Committee: 10-21-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR COMMUNITY SERVICES FOR FUNDING
RECEIVED FROM OASAS FOR APPROVED AGENCIES**

By Mr. Hull, Chair, Services Committee

WHEREAS, Community Services has received updated NYS OASAS State Aid Funding to St. Lawrence County as pass-through funding for community agencies that includes salary and fringe support adjustments, and

WHEREAS, this is one-hundred percent (100%) pass-through funding for contract agencies,

WHEREAS, Seaway Valley Prevention Council (SEACAP) is getting an additional one-time funding in the amount of \$87,500 for their Recovery Community Center, and the funding is a shift from a State Opioid Response Award to NYS OASAS State Aid passed through Community Services,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for Community Services for funding received from NYS OASAS to St. Lawrence County as pass-through funding to approved agencies, as follows:

INCREASE APPROPRIATIONS:

A2142304 46500	A St. Joseph Rehab Center	\$5,570
A2342504 46500	A NCFH Canton Other Advances	20,027
A2442504 46500	A SEACAP Other Advances	<u>308,964</u>
		\$334,561

INCREASE REVENUE:

A2134865 56000	A SA St. Joseph Rehab Center	\$5,570
A2334865 56000	A SA NCFH Canton Alcohol Addiction	20,027
A2434865 56000	A SA SEACAP Alcohol Addiction	<u>308,964</u>
		\$334,561

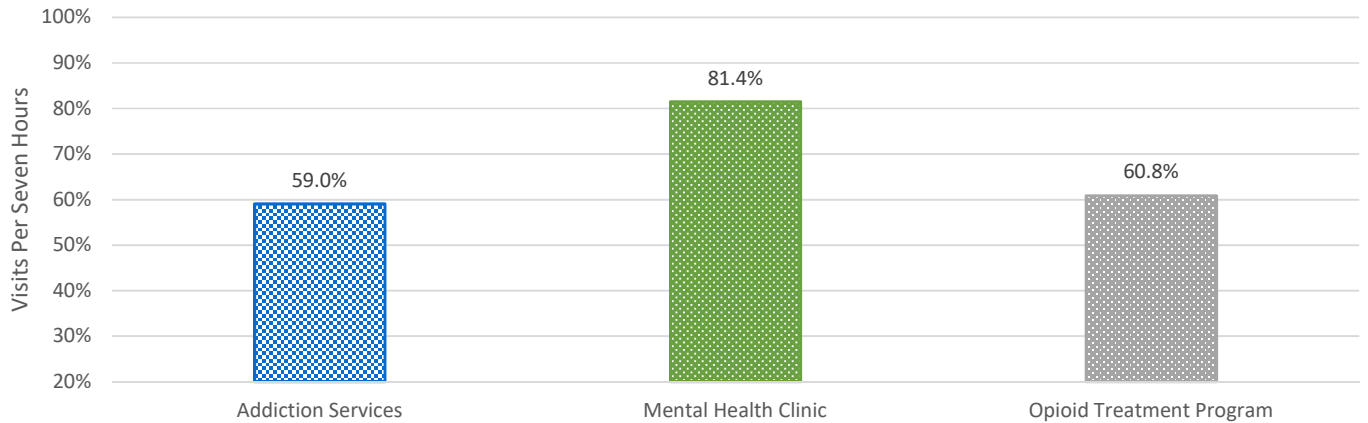
Community Services Clinic Update

September 2024

Monthly Clinic Counselor Visits Average

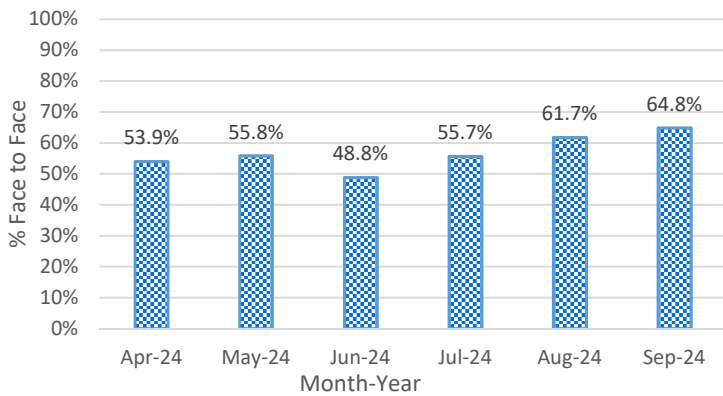
Average of Clinics: 65%

6 Month Average of Clinics: 63%



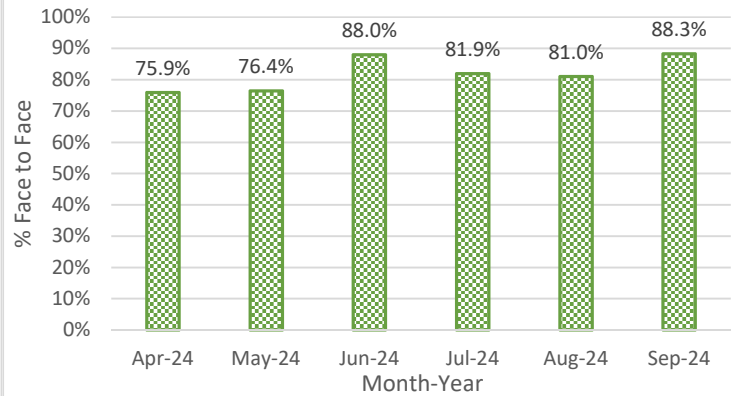
Addiction Services/OTP Face to Face %

Average 57%



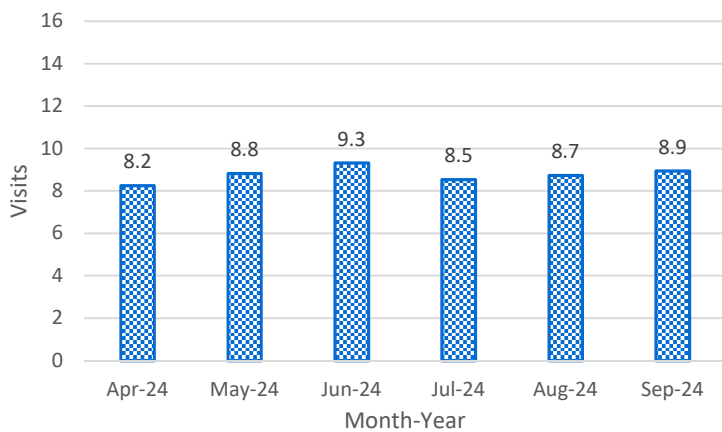
Mental Health Face to Face %

Average 81%



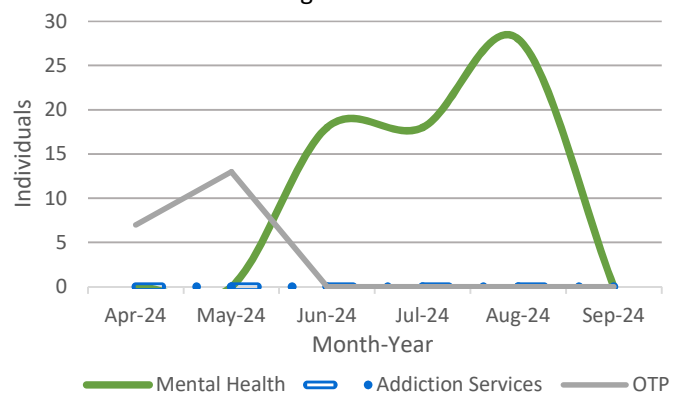
Prescribers Visits Per Seven Hours

Average 9



Wait Lists

Average: 11



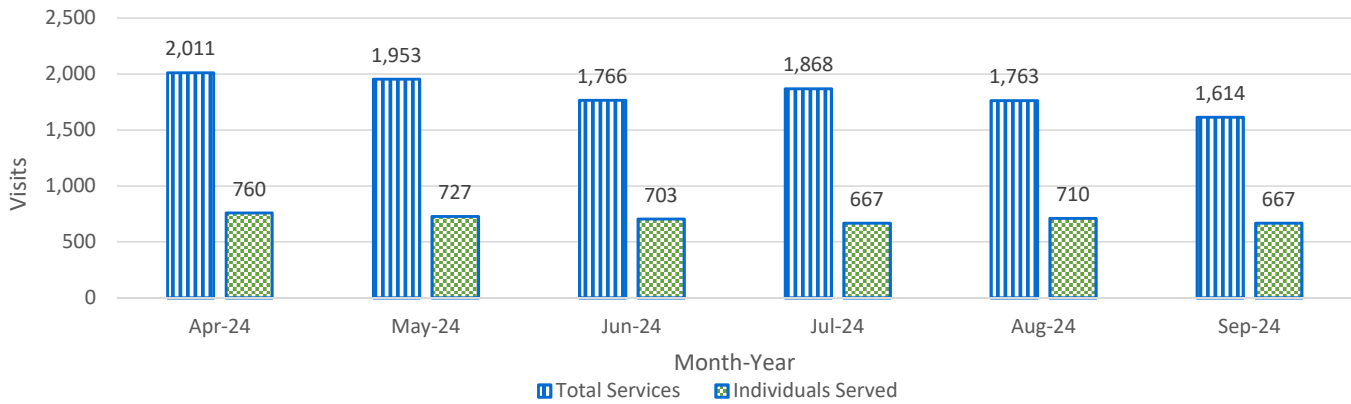
Community Services Clinic Update

September 2024

Services Provided - All Clinics

Total Services Average: 1,829

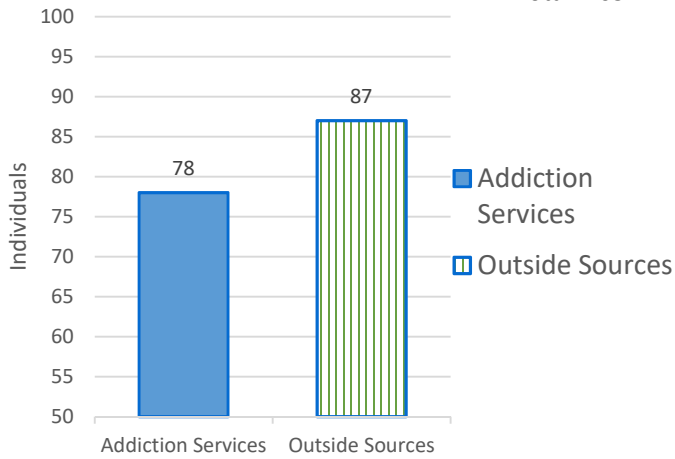
Average: 706



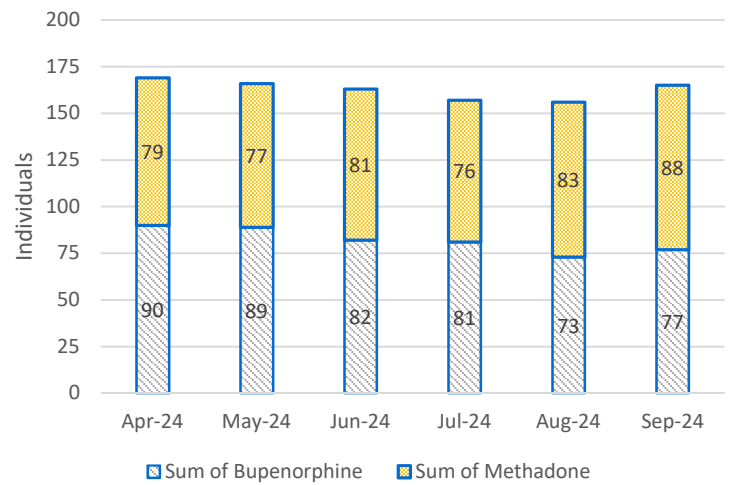
*This does not include OTP medication dispenses

Opioid Treatment Program (OTP) Population Source

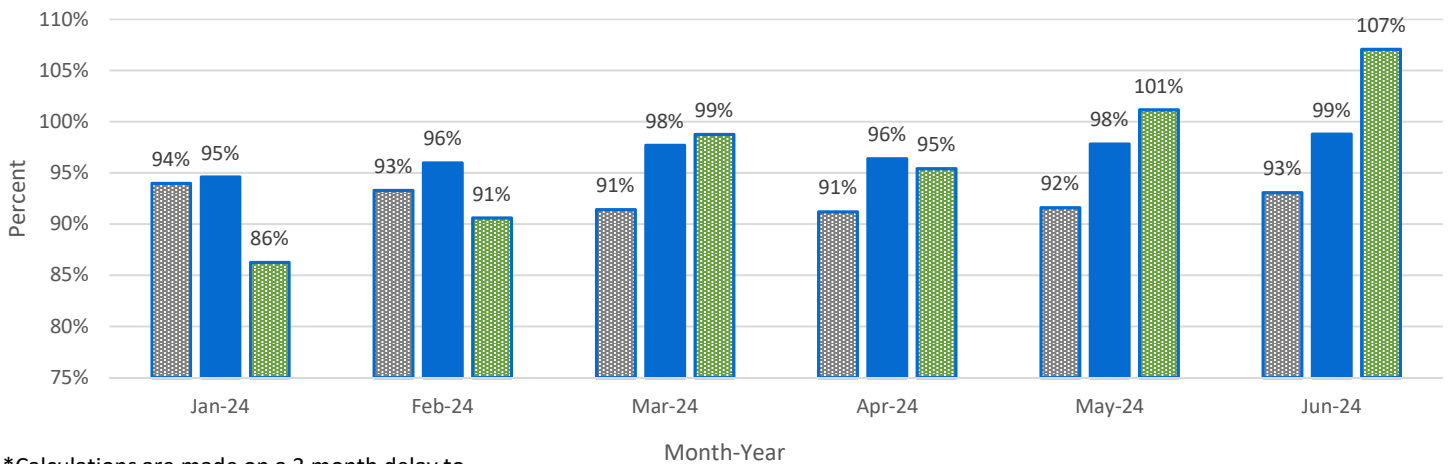
Total: 165



OTP Medication Breakdown



Reimbursement Rate by Clinic



*Calculations are made on a 3 month delay to capture insurances payments

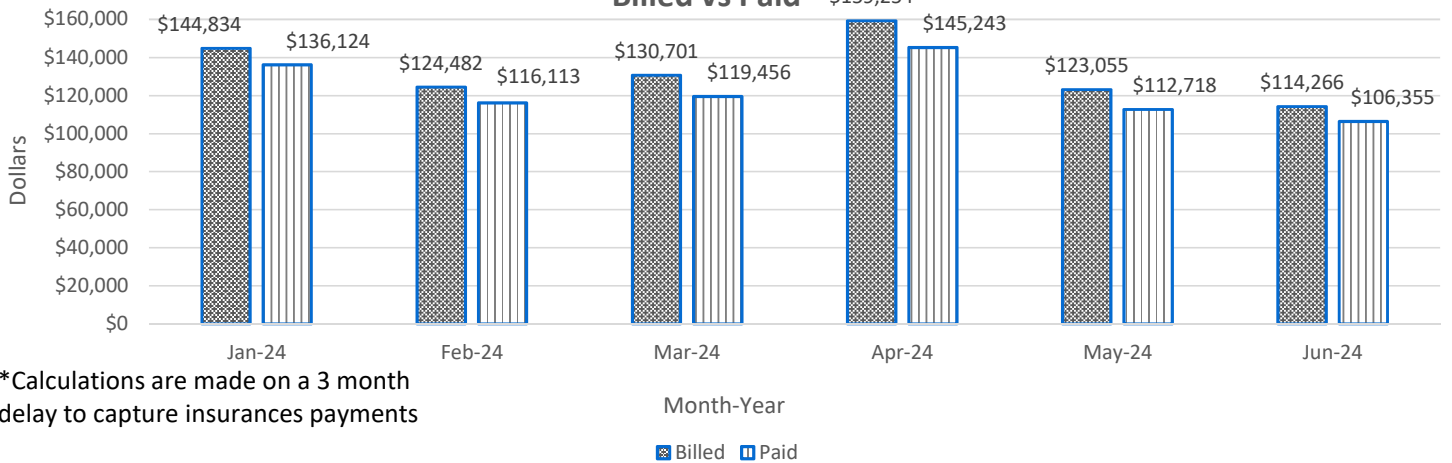
Community Services Clinic Update

September 2024

Opioid Treatment Program

**Rebilled claims removed

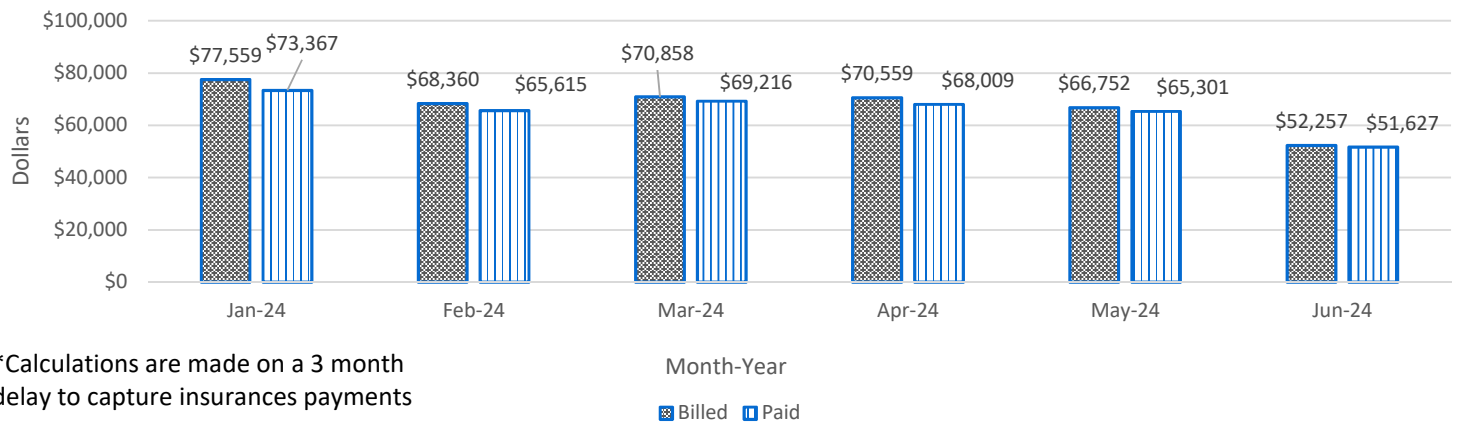
Billed vs Paid



Mental Health

**Rebilled claims removed

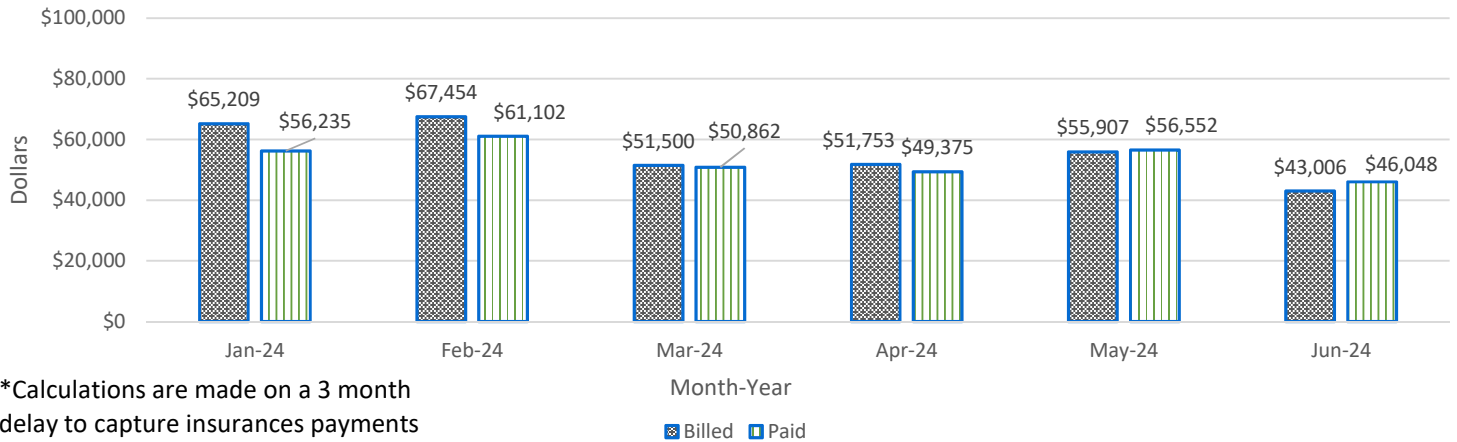
Billed vs Paid



Addiction Services

**Rebilled claims removed

Billed vs Paid

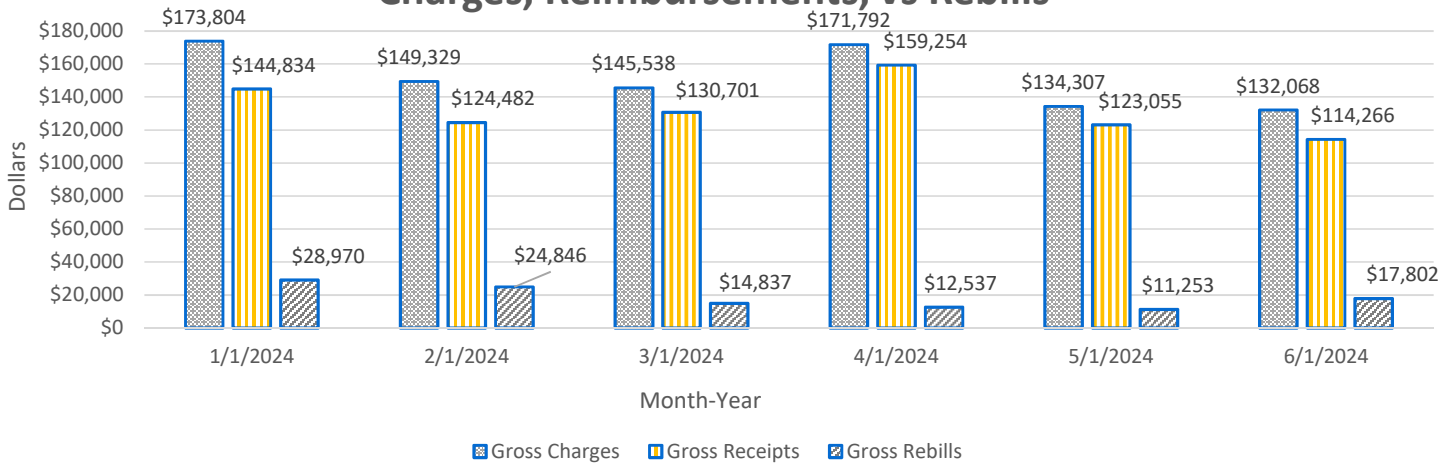


Community Services Clinic Update

September 2024

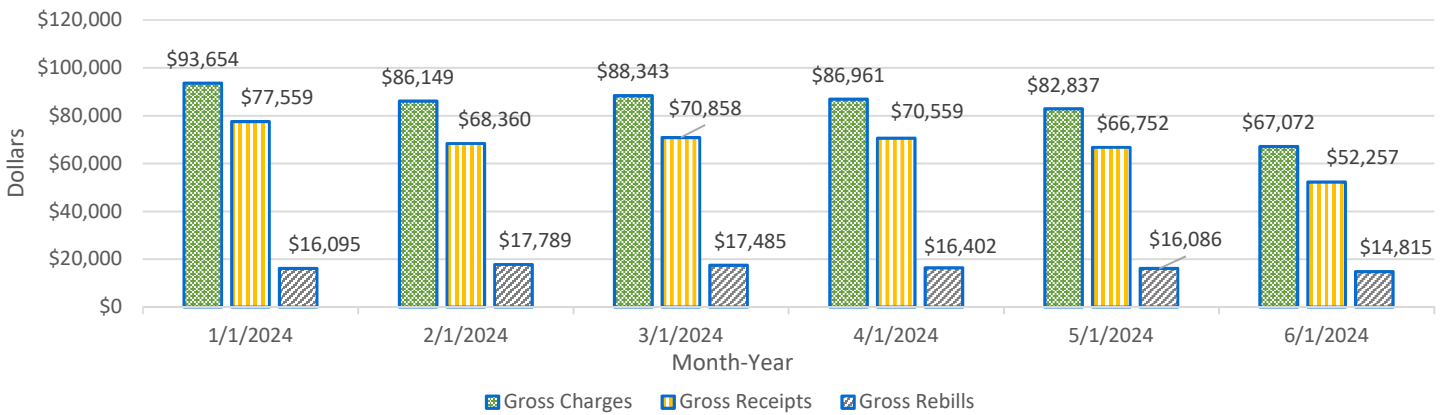
Opioid Treatment Program

Charges, Reimbursements, vs Rebills



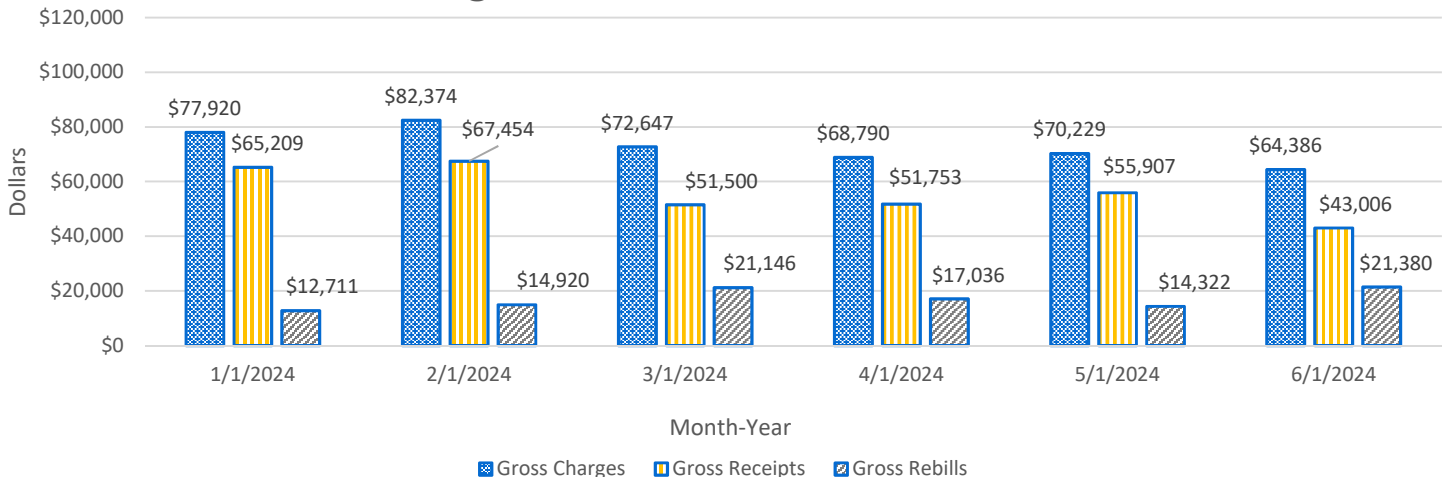
Mental Health

Charges, Reimbursements, vs Rebills



Addiction Services

Charges, Reimbursements, vs Rebills



November 4, 2024

Services Committee: 10-21-2024

RESOLUTION NO.

**MODIFYING THE 2024 BUDGET FOR SOCIAL SERVICES FOR THE FAMILY
CENTERED SERVICES PROGRAM**

By Mr. Hull, Chair, Services Committee

WHEREAS, New York State Fiscal Year 2024-2025 Budget appropriated additional TANF Funds for Social Services districts to hire appropriately credentialed and experienced staff to provide case management services for families who are having difficulty stabilizing their households and transitioning toward greater financial security, and

WHEREAS, the additional staff and resources will support the needs of families whose circumstances require a more intensive level of case management and specialized services, and

WHEREAS, the target population includes households with complex needs such as mental health conditions, developmental disabilities, substance-use disorders, and/or those experiencing domestic violence, and

WHEREAS, the priority of service will be for families experiencing, or in danger of experiencing, homelessness, and

WHEREAS, the Office of Temporary and Disability Assistance requested that all districts submit a plan that provided an overview of how the funds would be administered, and

WHEREAS, \$208,046 was approved for the St. Lawrence County Family Centered Services Program Plan, and the funds are available for the period of July 1, 2024, through June 30, 2025,

NOW, THEREFORE, BE IT RESOLVED that the Board of Legislators authorizes the Treasurer to modify the 2024 Budget for Social Services to receive funds for the Family Centered Services Program, as follows:

INCREASE APPROPRIATIONS:

DAG60101 11000 FCCM	D FCCM Direct Service Workers	\$106,088
DAG60101 14000 FCCM	D FCCM Clerical	14,255
DAG60101 19501 FCCM	D FCCM Longevity Payments	466
DAG60104 40700 FCCM	D FCCM Building and Property Rent	1500
DAG60104 42001 FCCM	D FCCM Computer Supplies	6590
DAG60104 42004 FCCM	D FCCM Computer Software	500
DAG60104 42101 FCCM	D FCCM I/D Copying Equipment	250
DAG60104 42302 FCCM	D FCCM Other Phone Services	1,360
DAG60104 42303 FCCM	D FCCM I/D Telephone	80
DAG60104 42402 FCCM	D FCCM I/D Postage	500
DAG60104 43007 FCCM	D FCCM Other Fees	920

DAG60104 44000 FCCM	D FCCM I/D Automotive Expenses	1,822
DAG60104 44100 FCCM	D FCCM I/D Fuel Charges	3,644
DAG60104 420GE FCCM	D FCCM Office Supplies	2,720
DAG60108 81000 FCCM	Retirement	16,503
DAG60108 83000 FCCM	Social Security	9,105
DAG60108 84000 FCCM	Workers' Compensation	3,177
DAG60108 84500 FCCM	Group Life Insurance	130
DAG60108 86000 FCCM	Hospital & Medical Insurance	37,177
DAG60108 86500 FCCM	Dental Insurance	965
DAG60108 89000 FCCM	Vision Insurance	<u>294</u>
		\$208,046

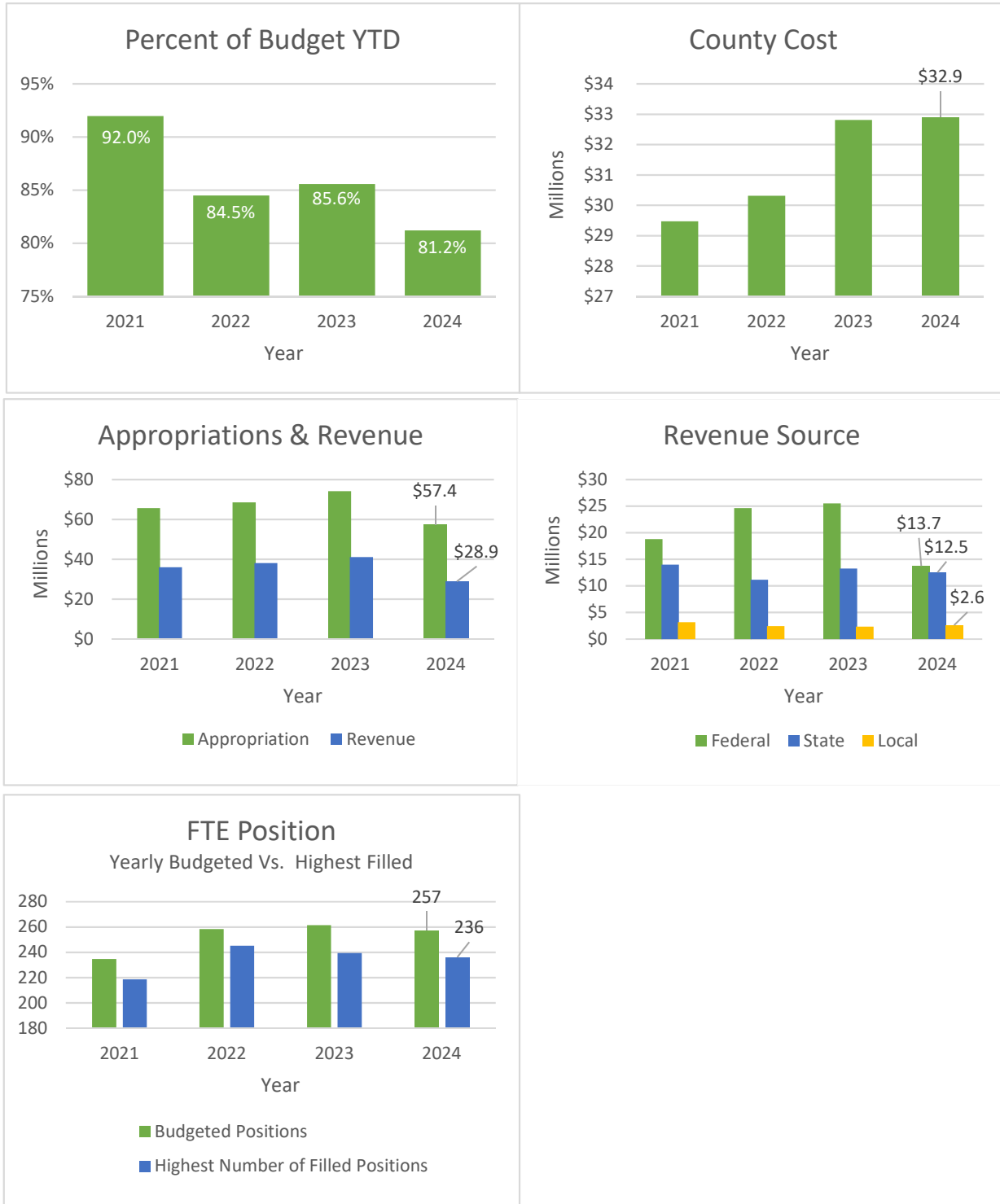
INCREASE REVENUE:

DAG46105 57000 FCCM	D FCCM FA Revenue	\$208,046
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BE IT FURTHER RESOLVED that any remaining funds will be rolled over to future budgets until fully expended.

2024 Social Services Quarterly Update

Financials Quarter 3



2024 Social Services Quarterly Update

Financials Quarter 3

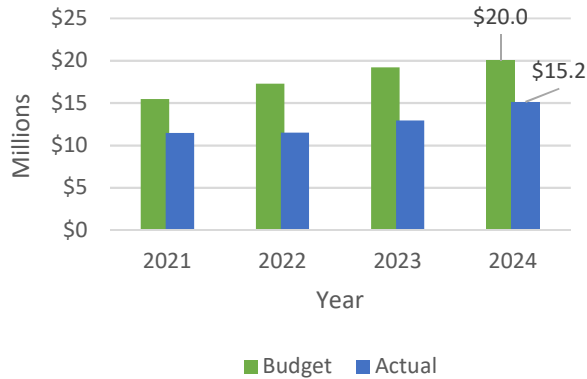


2024 Social Services Quarterly Update

Financials Quarter 3

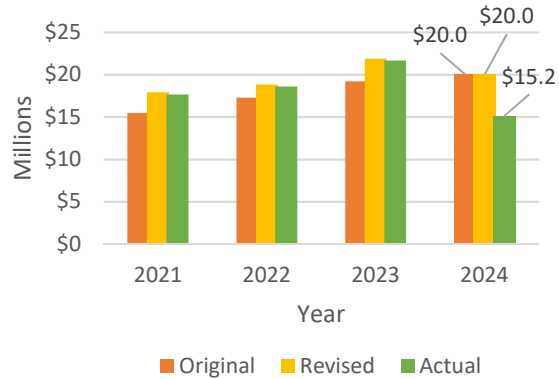
Adoption & Foster Care

September Budget vs. Actual



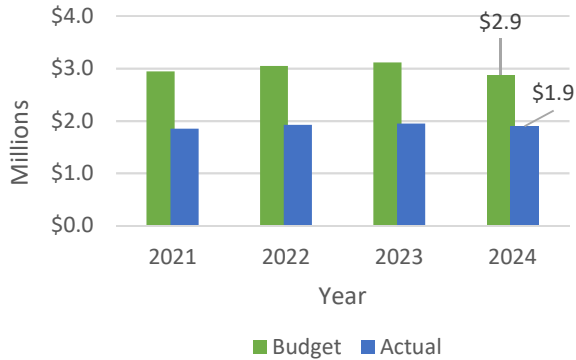
Adoption & Foster Care

Yearly Budget vs. Actual



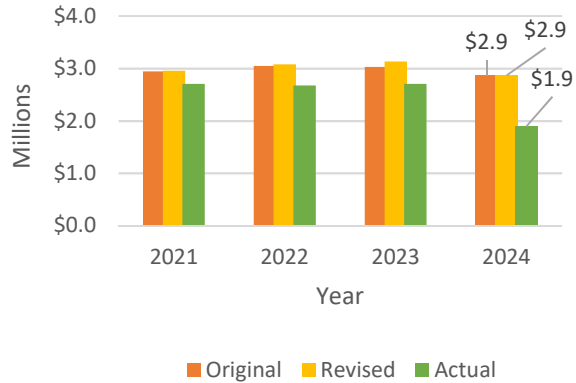
Medicaid

September Budget vs. Actual



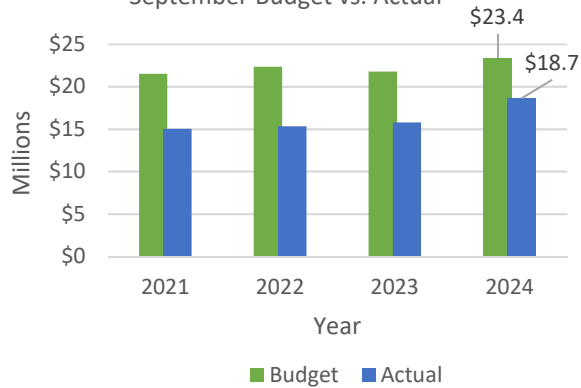
Medicaid

Yearly Budget vs. Actual



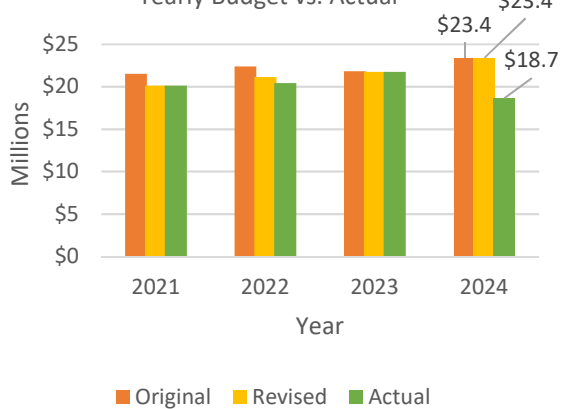
MMIS

September Budget vs. Actual



MMIS

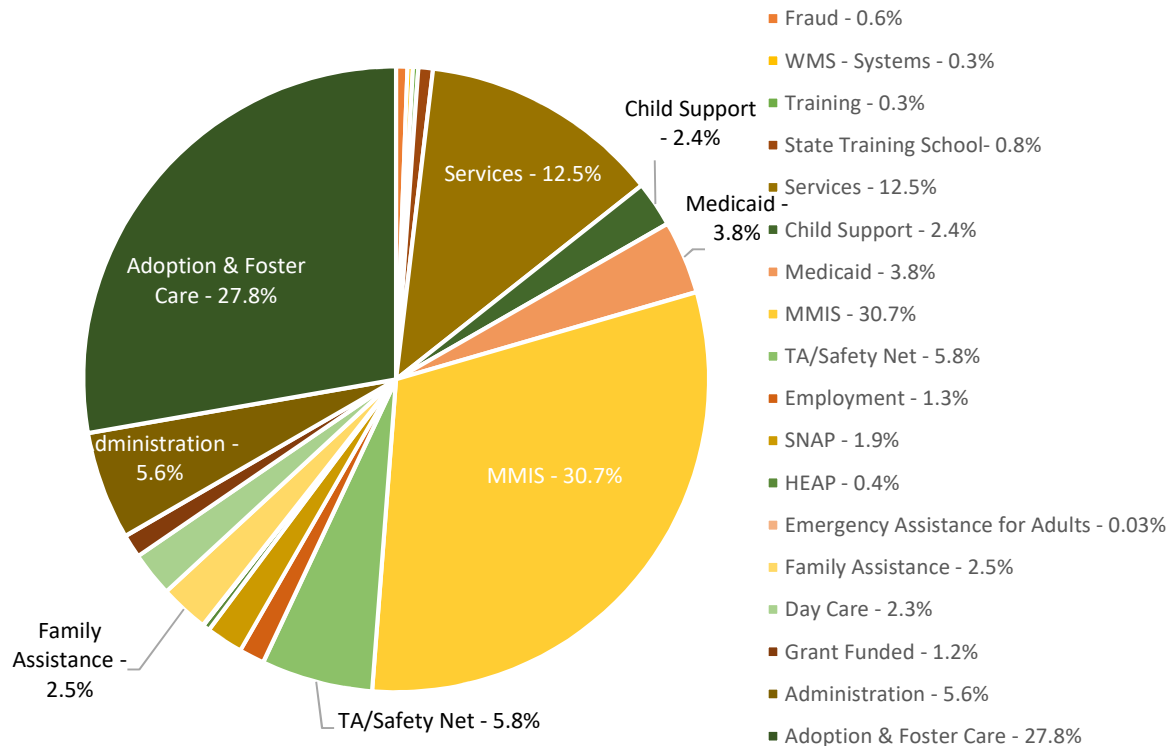
Yearly Budget vs. Actual



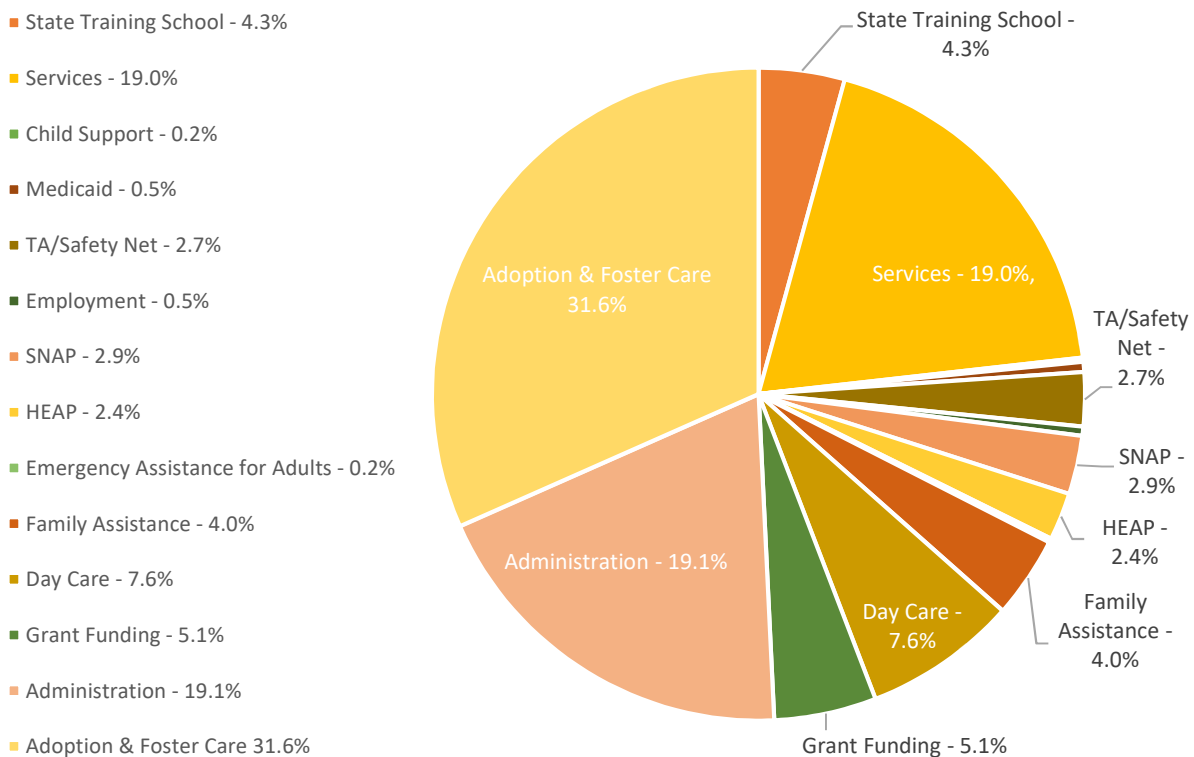
2024 Social Services Quarterly Update

Financials Quarter 3

2024 Appropriations by Category



2024 Revenue by Category



VACANCY REVIEW SUMMARY

Via Zoom

October 8, 2024

Legislators Attending: John Burke, Joe Lightfoot, Rick Perkins

Committee Members: Ruth Doyle, Karen Bjork, Jonnie Dorothy, Heather Hebert
11 A.M.

<u>Summary: January-October</u>	<u>Summary: October, 2024</u>	<u>Reason Vacated:</u>
Request: 117	Request: 8	Retirement: 3
Approved: 114	Approved: 7	Resignation: 1
Denied: 0	Denied: 0	Promotion: 3
Request/Hold: 3	Request/Hold: 1	Internal Transfer: 0
Withdrawn: 0	Withdrawn: 0	New Position: 1
		Abolished: 2
		Terminated: 0
		Other: 0

POSITIONS REVIEWED:

Social Services

Request: 5

Request: Fill, Employment Coordinator
Position No. 801300002, Immediate

Recommendation: Fill, Immediately

Request: Fill, Keyboard Specialist
Position No. 003100013, Immediate

Recommendation: Fill, Immediately

Request: Fill, Keyboard Specialist
Position No. 003100019, Immediate

Recommendation: Fill, Immediately

Request: Fill, Staff Development Coordinator
Position No. 702100001, Immediate

Recommendation: Fill, Immediately

Request: Fill, Secretary I
Position No. 005100012, Immediate

Recommendation: Fill, Immediately

Information Technology:

Request: 1

Request: Fill, Computer Technician
Position No. 202700001, Immediate

Recommendation: Fill, Immediately

Highway:

Request: 1

Request: Abolish Senior Account Clerk and Create, Fiscal Officer
Position No. 100200031, Immediate

Recommendation: Hold

County Administrator's Office:

Request: 1

Request: Abolish Purchasing Clerk and Create, Senior Account Clerk
Position No. 100200047, Immediate

Recommendation: Fill, Immediately

	Legislators Attending	
1.9 Perkins	5.7 Perkins, Sheridan	9.10 Curran, Perkins
2.6 Denesha, Fay	6.4 Denesha, Smithers, Perkins	10.8 Burke, Lightfoot, Perkins
3.5 Lightfoot, Curran	7.2 Haggard, Terminelli, Perkins	11.5
4.9 Webster, Hull	8.6 Denesha, Gennett, Perkins	12.3

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)

[Employee Centrals Link](#)

Social Services



Type: Fill

Employment Coordinator

Subunit (If Applicable): Employment

Date Submitted: 10/1/2024

Reason Vacated: Retirement

Position Number: 813900002

Date Vacated: 9/26/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 2/22/2000

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

Hrs Per Week: 35 Shift Length: 7 FTE: 1.00

Budget

Salary of Person Leaving: \$55,088

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$29,164

Revenue Generating: No 0 %

Base Salary: \$45,706

Reimbursed by Local,
State or Federal Funds: Yes 65 %

Base Hourly: \$25.11

Grade: 21

Net County Cost: \$29,741

*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

If this position were not filled, the provision of adequate and timely services to the Temporary Assistance and Supplemental Nutrition Assistance Program (TA/SNAP) employment programs would be compromised. This position is needed to monitor and follow mandated employment and training policies set forth by Office of Temporary Disability Assistance (OTDA) for TA/SNAP recipients of St. Lawrence County; conciliation, sanction, closings, and fair hearings and needs to be a non-biased individual not carrying a specific caseload; ensure cases that are not complying with mandated requirements will be closed timely to reduce County expense; monitors medical work exemptions and limitations including mental health, alcohol, and substance abuse treatment; maintain records of client program information and activity in State databases; maintain and record client participation records to ensure that the unit has accurate records, status reports, and statistics for employment programs; collaborate with human service providers to ensure compliance with treatment recommendations; provide general employment information and guidance to recipients who are unemployed or underemployed as needed. This position works with a diverse client base population that needs more individualized attention and monitoring and is needed to provide service and oversee data to effectively carry out current and upcoming required SNAP policy through OTDA.

Department Head Initials (type): JS

[Submit to Human Resources](#)

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Employment Coordinator

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and one (1) year of full time experience in a public service agency where the main job function was providing services and assistance to the public OR

(B) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and three (3) years of experience as described in (A) above.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)

[Employee Centrals Link](#)

Social Services



Type: Fill

Keyboard Specialist

Subunit (If Applicable): Staff Development

Date Submitted: 10/1/2024

Reason Vacated: Promotion

Position Number: 003100013

Date Vacated: 8/30/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 7/25/2006

Jurisdictional Class: Competitive

Appointee Will Be: Contingent-Permanent

Hrs Per Week: 35 Shift Length: 7 FTE: 1.00

Budget

Salary of Person Leaving: \$44,020

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$23,304

Revenue Generating: No 0 %

Base Salary: \$37,285

Reimbursed by Local,
State or Federal Funds: Yes 88 %

Base Hourly: \$20.49

Grade: 15

Net County Cost: \$8,079

*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

The person in this position is responsible for all clerical duties in the Staff Development Unit of the Department of Social Services, which is comprised of approximately 250 employees. These responsibilities include general clerical duties such as mailing; copying; scanning; emailing; filing and typing. The person in this position must be able to multi-task and assist with many aspects of the training registration process for multiple program areas within the department. The processes can include registration within the Human Services Learning Center and various training platforms related to local, and state training requirements; assisting with travel and hotel arrangements. The person will also assist in responding to staff inquiries about training notices and instructions; maintaining all personnel training records. Without this essential position, it would be impossible to comply with or successfully participate in state and local training mandates required by NYS Department of Health (DOH), Office of Temporary and Disability Assistance (OTDA), and Office of Children and Family Services (OCFS). Additionally they assist the Staff Development Coordinator in providing reports of individuals who are out of compliance with trainings and mandates. It is impossible for the Staff Development Coordinator to monitor all the documentation that is required and relies on this person to maintain the integrity of Staff Development in the organization. This person works directly with the Staff Development Coordinator to ensure all the delivery aspects of Staff Development for DSS employees.

Department Head Initials (type): JS

Submit to Human Resources

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Keyboard Specialist

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)[Employee Centrals Link](#)

Social Services



Type: Fill

Keyboard Specialist

Subunit (If Applicable): Children's Services - Adoption Unit

Date Submitted: 10/1/2024

Reason Vacated: Resignation

Position Number: 003100019

Date Vacated: 10/11/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 3/8/2022

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

Hrs Per Week: 35 Shift Length: 7 FTE: 1.00

Budget

Salary of Person Leaving: \$38,500

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$20,382

Revenue Generating: No 0 %

Base Salary: \$37,285

Reimbursed by Local,
State or Federal Funds: Yes 72 %

Base Hourly: \$20.49

Grade: 15

Net County Cost: \$16,664*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

The individual in this position completes all clerical duties for a Preventive/Foster Care Unit, which is comprised of 6 Foster Care Preventive Caseworkers. The person in this position is responsible for Service Plan Review letters; court cards; reminders for all legal activity for the Unit; foster care placement documentation; movements of children in foster care; special payment for foster parents; clothing allowance payments for foster parents; caseloads and case logs; tracking case requirements; opening and closing of cases on the New York State Welfare Management System for foster care and preventive cases and the accurate recording of placement dates to ensure proper payment to providers; foster care subsidies; mailing; copying; and typing. Without this essential position, it would be impossible to comply with or successfully participate in Office of Children and Family Services audits. Further, DSS would receive sanctions for not being timely with service plan review letters to clients. Legal paperwork that is not completed and processed timely can result in children remaining in care longer than is necessary, at an increased expense to the Department. Keyboards in Child Welfare not only complete their own duties, they also ensure that all required documentation is completed by the caseworkers and communicate with the supervisor to ensure that work is being completed timely. It is impossible for Child Welfare supervisors to monitor all of the documentation that is required; they rely on the Keyboard to assist with this vital quality assurance role. This position will handle approximately 70+ foster youth with foster care placements, kinship placements as well as preventive youth placed in relative care.

Department Head Initials (type): JS

[Submit to Human Resources](#)**Approved?**Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Keyboard Specialist

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)

[Employee Centrals Link](#)

Social Services



Type: Fill

Staff Development Coordinator

Subunit (If Applicable): Staff Development

Date Submitted: 10/1/2024

Reason Vacated: Retirement

Position Number: 702100001

Date Vacated: 10/21/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 11/26/2001

Jurisdictional Class: Competitive

Appointee Will Be: Provisional

Hrs Per Week: 35 Shift Length: 7 FTE: 1.00

Budget

Salary of Person Leaving: \$67,303

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$35,630

Revenue Generating: No 0 %

Base Salary: \$55,088

Reimbursed by Local,
State or Federal Funds: Yes 88 %

Base Hourly: \$30.27

Grade: 26

Net County Cost: \$12,352

*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

This position involves coordinating and implementing a comprehensive training program to meet the needs of the staff in the Department of Social Services. This person will conduct and analyze needs assessments to identify training and educational needs as well as develop and conduct training programs to meet the needs of the departmental staff; coordinate all in-service and out of agency training; coordinate and supervise interns working for the department; conduct department orientation for all new staff; serve as a resource for departmental staff for the enhancement of their professional development; prepare and submit reports to the Office of Children and Family Services and will serve on the Social Services management team to assist in formulating agency policy and procedures on training programs. Temporary position for up to 6 months (position #702100002) was created in order to properly train the incumbent prior to the retirement of the current Coordinator. The temporary position will be abolished once the current Coordinator vacates position 702100001.

Department Head Initials (type): JS

Submit to Human Resources

Approved?

Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Staff Development Coordinator

MINIMUM QUALIFICATIONS:

A. Possession of a Bachelor's Degree and either: Two (2) years of full time paid experience in social work; or two (2) years of full time paid experience in teaching or in planning, developing and supervising in-service training; OR

B. Possession of an Associate's Degree and either: four (4) years of full time paid experience in social work; or four (4) years of full time paid experience in teaching or in planning, developing and supervising in-service training; OR

C. Possession of a High School Diploma and either: six (6) years of full time paid experience in social work; or six (6) years of full time paid experience in teaching or in planning, developing and supervising in-service training.

NOTE: Completion of 30 semester credit hours of graduate study in a regionally accredited or New York State registered college or university may be substituted for one year of the required experience.

St. Lawrence County Vacancy Authorization Form

[Position Centrals Link](#)[Employee Centrals Link](#)

Social Services



Type: Fill

Secretary I

Subunit (If Applicable): Child Support

Date Submitted: 10/1/2024

Reason Vacated: Retirement

Position Number: 005100012

Date Vacated: 9/25/2024

Position # Abolished: N/A

Position Status: Fulltime

Last Fill Date: 12/25/2000

Jurisdictional Class: Competitive

Appointee Will Be: Permanent

Hrs Per Week: 35 Shift Length: 7 FTE: 1.00

Budget

Salary of Person Leaving: \$53,042

Fill Request Timeline: Immediately

Benefits: Yes (52.94%) \$28,080

Revenue Generating: No 0 %

Base Salary: \$44,020

Reimbursed by Local,
State or Federal Funds: Yes 82 %

Base Hourly: \$24.19

Grade: 20

Net County Cost: \$14,602*Net County Cost is calculated from salary of person leaving, if available

Detailed Justification

What is the impact on your department if this position is not filled? Please provide, in detail, the need to fill the position. Please include the service provided, if it is mandated, number of people (clients) affected, and what you will do if the position is not filled.

The person in this position is responsible for essential typing for nine support investigators including petitions for Family Court and letters to clients, attorneys, and other child support units. This person also shares the responsibility of answering the phone lines into the Support Collection Unit and determining if calls need to be referred to the Child Support Helpline. Other duties include the daily download of electronic referrals from the Child Support Helpline, distribution of the referrals to the appropriate investigator for response, and the daily download of electronic correspondence from the New York State Processing Center. Authorized to perform DMV searches as needed when requested by the Support Investigators. Sorting and processing of court orders received from Family Court, and updating the computer system with court notes and the appropriate codes, are other duties handled in this position. This program benefits approximately 5,000 families which annually recover more than twelve million dollars in child support payments. If this position were not filled, the delays in obtaining support and in custodial parents receiving child support, and the lack of someone to type the necessary petitions would reduce the amounts collected for families entitled to such support.

Department Head Initials (type): JS

[Submit to Human Resources](#)**Approved?**Yes ☐ No ☐

County Administrator:

Resolution #:

Job Qualifications

For Human Resources Use Only:
Job Qualifications Listed here:

Secretary I

MINIMUM QUALIFICATIONS: Either:

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Secretarial Science or related field and one (1) year of clerical experience which involved typing or keyboarding primarily for word processing; OR

B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and three (3) years of experience as stated in (A) above.