

# Columbia County

## Employment Opportunity

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**Civil Service Commission**  
230 Strand Street, St. Helens, OR 97051  
Phone: (503)397-3874  
[www.co.columbia.or.us](http://www.co.columbia.or.us)

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October 30, 2014

**POSITION:** **SUPPORT ENFORCEMENT AGENT II.** This position is full-time, Civil Service, and represented by a union.

**ANNOUNCEMENT #:** 14-081      **DEPARTMENT:** District Attorney's Office

**SALARY:** \$3,655-\$4,523 per month.\*

**CLOSING:** **NOVEMBER 20, 2014.** Applications must be **received** electronically by 5:00 pm on the closing date. **Applications will only be accepted via online submission**

**PLEASE NOTE:** This recruitment is open to applicants who meet the requirements below and will be used to fill a current vacancy and vacancies that **may** occur in the next twelve months. You will be notified whether or not your application was accepted for consideration within approximately two weeks after the closing date. Information will not be given over the telephone. Please do not call regarding the status of the process, you will be notified if you are selected for an interview.

**DUTIES:** Coordinate the child support program for County. Perform a variety of activities to enforce the collection of child support payments. Gather information from the parties needed to establish or modify support obligations. Interview payor, gather information and evaluate ability to pay. Prepare and file paperwork on paternity cases. Conduct investigations in paternity matters when necessary to establish the rights of a child, including interviewing mother and alleged father; take written statement and affidavits concerning allegations.

**TO QUALIFY:** High School Diploma or GED. At least four years experience in legal office practices and procedures acquired through specialized coursework, training or equivalent work experience. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

**TO APPLY:** Applicants **MUST** submit the Columbia County application form. The application form must be filled out completely for consideration and the instructions online for submittal followed correctly. Incomplete or unsigned applications or applications not saved in the appropriate format will not be accepted. A thorough background check, including criminal history, will be conducted of final candidates.

**APPLICATIONS:** Columbia County Civil Service applications are mandatory. Complete the application online and email with the supplemental material to [HRJobs@co.columbia.or.us](mailto:HRJobs@co.columbia.or.us)

**An Equal Opportunity Employer (a copy of the County's EEOP may be obtained by calling the number listed above)**

**\*\*The County is subject to unpaid furlough days during the fiscal year, as is the case with many public employers at this time.**