



**STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
1331 MAIL SERVICE CENTER
116 WEST JONES STREET
RALEIGH, NC 27699-1331**

MICHAEL F. EASLEY
GOVERNOR


THOMAS H. WRIGHT
STATE PERSONNEL DIRECTOR

MEMORANDUM

TO: Phil Harker, Personnel Analyst
DHHS- Division of Human Resources

Directors, Local Departments of Social Services

DATE: June 11, 2004

FROM: 
Patrick McCoy
HR Partner

RE: Revised- Child Support Agent II Educational and Experience Requirements

The purpose of this memorandum is to officially communicate the revised educational and experience requirements for the Child Support Agent II classification effective immediately. As you are aware, the revisions were developed and agreed upon by the NC Department of Health and Human Services, Division of Human Resources along with the Division of Social Services and the NC Office of State Personnel. These revisions more effectively describe the minimum experience requirements to perform this work and allow for a better assessment of an applicant's qualifications as described on an application. The revised educational and experience requirements are as follows:

Child Support Agent II- Schematic Number 04087

A four year degree and six months experience in eligibility, investigative, judiciary, or legal work that provides knowledges, skills and abilities needed to perform the work; or an associates degree in business administration, human resources, law enforcement or closely related degree and two years of experience in eligibility, investigative, judiciary, or legal work that provides knowledges, skills and abilities needed to perform the work; or graduation from high school and three years of experience in eligibility, investigative, judiciary, or legal work that provides knowledges, skills and abilities needed to perform the work; or equivalent combination of education and experience.

If you have any questions or need any clarification regarding these changes please do not hesitate to contact me at (919) 733-7934.

PJM/pjm

c: Drake Maynard, HR Managing Partner
Clarkie May, HR Partner
Local Government Program Team