

Minimum Qualification Specifications
for the Class:

SUPPORT PAYMENTS OFFICER

Experience Requirement

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience.

General Experience: Applicants must have had three (3) years of progressively responsible work experience which included conducting interviews to collect and obtain pertinent factual and financial information; and reviewing financial records and related information using credit and collection methods and procedures to evaluate and determine an individual's ability to pay. Such experience must have demonstrated the ability to communicate and deal effectively with others; and read, comprehend and apply written and oral directions. Examples of qualifying experience are:

1. Analyzing financial statements in the course of evaluating loan applications where such work required the application of credit principles and loan procedures.
2. Collecting delinquent loans or debts where such work demonstrated knowledge and application of collection methods and procedures.
3. Investigating the reason for business or commercial loan defaults, or examining the financial conditions of business establishments where such work demonstrated the ability to obtain and evaluate pertinent financial information.
4. Collecting delinquent taxes, canvassing for unreported taxes due, and securing delinquent returns where such work demonstrated the application of credit and collection principles and examination of financial records.
5. Work as a loan counselor in a credit or loan office examining financial statements, and determining a client's ability to pay.

Substitution Allowed

Successful completion of coursework from an accredited college or university, which included at least six (6) semester credit hours in accounting, auditing, or finance

courses, may be substituted for General Experience on the basis of fifteen (15) semester credit hours for six (6) months of experience, up to a maximum of two (2) years.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification requirements for the class SUPPORT PAYMENTS OFFICER, which were approved on July 1, 1986.

DATE APPROVED: 7/12/2013



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