



## Todd County Employment Opportunity

### Support Enforcement Aide

The Todd County Health & Human Services Division has an opening for a full-time Support Enforcement Aide. This position assists child support officers in managing a caseload; prepares data for entry or enters data into computer system; compiles required statistics for federal and state reports and finding and case management reports; monitors accounts for compliance with court ordered payment plans; may interview clients to obtain factual information; assists child support officers in investigating the identity, location and financial status of absent parents; assists in clerical/accounting responsibilities and performs related work as assigned.

**MINIMUM QUALIFICATIONS:** Must be currently listed on the MN Merit System Register for Support Enforcement Aide. These requirements include a high school diploma or equivalent and a minimum of three years of increasingly responsible clerical experience or experience working with the public. See job description for additional details. Successful candidates will have a strong belief in providing outstanding service; have great attention to detail and the ability to pass a criminal background check. Bilingual in Spanish, (oral and written skills) is a plus.

**SALARY:** Grade 17 - \$13.967 - \$21.548 per hour, plus an exceptional benefits package. This is a non-exempt, union position.

#### HOW TO APPLY:

- 1. Must complete a MN Merit Application, found online at <http://agency.governmentjobs.com>.** If you need assistance you may ask the Minnesota Merit staff by emailing [dhs.merit.system@state.mn.us](mailto:dhs.merit.system@state.mn.us) or call 651.431.3030.
- 2. Applicants must also complete an official Todd County Application for Employment submitting to:** Todd County Administration/Human Resources Department, 347 Central Avenue, Suite Five, Long Prairie, MN 56347, phone 320.732.6155. Completed Todd County Applications may be e-mailed to [karla.nalezny@co.todd.mn.us](mailto:karla.nalezny@co.todd.mn.us), or mailed/delivered to the Administration/Human Resources Department. Todd County Applications for Employment and current Merit Job Description may be obtained from the Administration Department, the Todd County web page at [www.co.todd.mn.us](http://www.co.todd.mn.us).

**Application Deadline:** Applications for this position will be accepted through February 29, 2012. Internal applicant deadline February 17, 2012.

*Todd County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*