

CHILD SUPPORT ENFORCEMENT DIVISION

DISTRICT #20

COUNTIES WITHIN DISTRICT:

CARTER-ARDMORE  
MURRAY-SULPHUR  
MARSHALL-MADILL  
JOHNSTON-TISHOMINGO  
LOVE-MARIETTA

FULL TIME POSITION-CHILD SUPPORT SPECIALIST

LOCATION: CHILD SUPPORT ENFORCEMENT DIVISION-410 Travertine, Suite B, Ardmore, OK 73401

STATUS: FULL-TIME, IMMEDIATE OPENING AFTER CLEARING BACKGROUND CHECK

CLOSING: POSITION OPEN UNTIL FILLED

EDUCATION AND EXPERIENCE: High school graduate; clerical experience, or an equivalent combination of education and experience.

SALARY: Starting pay depending on work experience.

BENEFITS: Full State of Oklahoma benefits, including benefit allowance for health/dental coverage.

Monthly sick and annual (vacation) leave accruals paid. Paid holidays (if applicable). Retirement benefits paid upon vested employment.

HOURS OF WORK:

Working hours are 8 to 5 Monday thru Friday unless otherwise approved by your immediate supervisor. May have work schedule in office, or ability to work from home.

POSITION SUMMARY:

Must be self-starter with strong communication, math and computer skills. Ability to speak Spanish a plus. The ability to represent the Child Support Enforcement Division in a professional manner is of utmost importance.

EQUAL OPPORTUNITY EMPLOYMENT:

The State of Oklahoma is an equal opportunity employer and does not discriminate on the basis of genetic information, race, religion color, sex, age, national origin, or disability.

Send resume and cover letter to CSS, 410 Travertine Suite B, Ardmore, OK 73401, fax to 580 226-8527 or email to [OCCS.Contact.Ardmore@okdhs.org](mailto:OCCS.Contact.Ardmore@okdhs.org).