Become a Support Enforcement Officer

It's worth it.
Great benefits and rewarding work!

- Full training starting salary: $34,476-$52,080
- Excellent medical, dental and vision coverage
- 12 paid holidays
- Vacation and sick leave
- Retirement plans

We are offering full-time positions. Our offices are open 8 a.m. to 5 p.m. Monday through Friday. Alternate work hours are available depending on office coverage needs.

Washington State Department of Social and Health Services is an equal opportunity employer and does not discriminate on the basis of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

DCS has 10 offices serving:

Everett	425-438-4800
Kennewick	509-374-2000
Tumwater	360-664-6900
Olympia *(Headquarters)*	800-457-6202
Seattle	206-341-7000
Spokane	509-363-5000
Tacoma	253-597-3700
Vancouver	360-696-6100
Wenatchee	509-886-6800
Yakima	509-249-6000

For more information about DCS:

Website: www.childsupportonline.wa.gov
Email: dcs-cru@dshs.wa.gov
Phone: 800-457-6202

The Division of Child Support contributes to brighter futures for children, families and communities. For more information about our work, go to www.childsupportonline.wa.gov.

Washington State Department of Social & Health Services
Transforming lives

DSHS 22-1148 (Rev. 3/16)

Washington State's Child Support Program

Become a Support Enforcement Officer

Washington State Department of Social & Health Services
Transforming lives

What is the Division of Child Support (DCS)?

DCS is:

- A nationally top-ranked, technologically premier child support enforcement organization.
- Part of the Economic Services Administration in the Washington State Department of Social and Health Services (DSHS).
- A highly skilled, culturally diverse organization with a passion for helping children.

What does DCS look for in an employee?

We're looking for individuals who show integrity, initiative, commitment to customer service, willingness to talk to and work with people, interest in continuously improving our work and the ability to:

- Solve problems; both legal and mathematical
- Communicate and manage multiple tasks
- Make independent decisions
- Previous experience with electronic caseload management is helpful

What are the job duties of a Support Enforcement Officer (SEO)?

SEOs work in teams. They manage child support caseloads and communicate with customers on the phone, in the office and in writing.

SEOs:

- Collect child support by:
  - Enforcing superior court orders and
  - Setting up (establishing) and enforcing administrative orders.
- Refer cases to prosecuting attorneys for:
  - Child support enforcement, paternity establishment and changing (modifying) orders.
- Explain and apply:
  - Federal and state laws,
  - Policies, procedures and
  - Other legal decisions.

How do I apply?

1. Go online to www.dshs.wa.gov/careers.
2. Click "Search Open Positions."
3. Find Support Enforcement Officer 1 positions and follow instructions to apply.
4. You can also click on "Sign up for job alerts" to be notified when Support Enforcement Officer 1 positions are available.

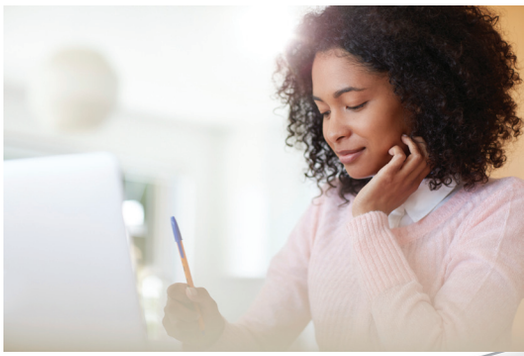
For more information about SEO openings, go online to:

www.dshs.wa.gov/careers

What training can I expect?

Training includes reading, presentations, exercises and casework that covers all federal and state program information.

A lead worker supports your work during your 12-month training period and beyond as needed.

What is an SEO's work schedule?

SEOs work 40 hours a week Monday through Friday. SEOs are covered by a Collective Bargaining Agreement with the Washington Federation of State Employees and are required to join the Federation.