



JOB DESCRIPTION

JOB TITLE: Child Support Caseworker

JOB CODE: 1535

DEPARTMENT: District Attorney

FLSA STATUS: Non-Exempt

REPORTS TO: Office Manager/Child Support Coordinator

SUMMARY OF JOB PURPOSE

Under general supervision, provides the establishment, collection and disbursement of child support orders and payments.

ESSENTIAL FUNCTIONS

1. Establishes child support obligations; interviews custodial and non-custodial parents; reviews and verifies financial statements, records and documents; drafts legal documents and correspondence; completes worksheets and forms; prepares case transfers; prepares cases for default or contempt proceedings.
2. Locates absent parents through various state and federal records, employment inquiries or other methods; establishes parentage by contacting alleged parent; arranges for or performs DNA testing; completes appropriate forms and documents.
3. Ensures the collection and disbursement of child support payments; balances receipts and payments; enters direct payments into the state system for credit to the non-custodial parent; performs audits and balances accounts.
4. Responds to questions from other jurisdictions, agencies or the general public regarding child support policies, procedures, regulations and specific cases.
5. Occasionally represents the state at court hearings by appearing as a witness in child support cases.
6. Establishes wage withholdings and garnishments; locates assets and places liens; intercepts unemployment or tax refund checks and other financial sources.
7. Maintains various automated records; updates information on records; produces various reports; researches case histories.
8. Provides technical assistance to less experienced caseworkers by answering questions regarding procedure or policies; shares with co-workers knowledge from experience in seldom traveled situations.
9. Prepares legal documents in draft form, and final form; file documents with the District Court Clerk's Office; maintains hard copy files which coincide with information contained in the state based computer system for federal and state compliance; maintains confidential stance in all dealings and contacts regarding files.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Legal Secretary II/Child Support Caseworker

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or equivalent and a minimum of three (3) years progressively responsible clerical work in a professional office.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations; write business correspondence with reasonable ease; effectively present information and respond to questions from groups of the general public with regards to opening a case for child support. Must possess business English, spelling and grammar skills; advanced communications skills, both written and verbal.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written and oral form; deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of applicable county, state and federal laws, codes, regulations and policies, and guidelines regarding child support administration; knowledge of interviewing techniques, principles and practices of case management, basic record keeping principles and practices, basic accounting principles and practices, and modern office practices and procedures, legal terminology, legal forms and documents and their processing. Basic understanding of interpretation of laws and regulations and skilled in establishing and maintaining effective working relationships with parents, other social service agencies, and the general public; working with people of differing social, economic and ethnic backgrounds; operating a personal computer and software applications; working independently or as a team member; ability to multi-task with frequent interruptions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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WORKING ENVIRONMENT

This position primarily resides in a standard office environment where the noise level is usually quiet; work is sometimes performed in a potentially violent, highly charged, and emotional environment.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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