

COUNTY ATTORNEY CHILD SUPPORT CASE WORKER I

NATURE OF WORK

Under general supervision of the office manager, child support attorney, and county attorney.

A child support case worker is responsible for the investigation of intrastate and interstate non-support complaints; case preparations; interviewing of complainants and non-custodial parents; non-custodial location; calculation of support payment based upon child support guidelines; enforcement and modification; and the initiation of legal mandates for child support where none exist.

Work involves responsibility for the performance of complex legal work that requires the application of technical knowledge and personal judgment to a variety of legal areas involving child support enforcement, establishment of paternity, and collection of legal judgments. Work is performed within the limit of established state and federal laws and agency policies and procedures. General supervision is provided by the office manager and child support attorney, but considerable latitude for exercising independent judgment is permitted because of the advanced knowledge of legal methods and procedures that is required.

EXAMPLES OF WORK PERFORMED

Maintains an assigned caseload with complexity in nature

Reviews referrals assigned by the Child Support Attorney to make appropriate legal filings based on the nature of the referral

Manages interstate child support cases under the Uniform Interstate Family Support Act (UIFSA)

Initiates and monitors enforcement actions, including wage garnishments, tax refund intercepts, license suspensions, liens, and contempt proceedings

Schedules genetic testing appointments to assist with paternity establishment and prepared related legal documents

Communicates with custodial and non-custodial parents to complete necessary papers for filing in court and determine eligibility for child support services

Processes referrals for location of non-custodial parents for non-payment of child support using investigative techniques and range of state, federal and other resources; develops new leads as case develops

Responds to parties' inquiries regarding case status, payment history, court procedures, and enforcement actions while providing professional customer service

Assists child support attorney by preparing petitions and other legal documents for civil action; files garnishments, attachments, liens, and orders to withhold; obtains income withholding in efforts to enforce orders; determines arrearages

Attends staff meetings to discuss assigned cases, work progress, problem cases, and/or program policy and procedure

Attends Nebraska Child Support Enforcement Association yearly conference

Prepares child support cases file and files necessary documents for court hearings.

Attends scheduled child support court dates assisting the child support attorney in a fast-paced environment and processes child support calculations during live testimony

Assists sharing 'examples of work' and 'related work assigned'

Performs related work as assigned

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of modern office practices, methods and procedures

Working knowledge of mathematics used in the calculation of child support arrearages, support obligations and support enforcement fee.

Ability to understand and apply federal and state laws, program policies and procedures, and court directives

Ability to understand and follow complex oral and written instructions

Ability to communicate effectively with agency staff, attorneys, district clerks, judges, custodial and non-custodial parents

Ability to develop and conduct investigations and observe and follow-up leads and material relevant to the support cases

Ability to exercise independent judgment in the selection of enforcement remedies for child support cases by selecting and preparing appropriate legal documents, correspondence to initiate, implement or modify orders of support

Ability to organize and prioritize workload to meet assigned time frames and adapt to changes in policy, procedures and work assignments

Ability to demonstrate the upmost discretion and adhere to confidentiality

English language proficiency

PREFERRED EDUCATION AND TRAINING

Possession of a high school diploma or a GED certificate with a criminal justice degree or 1 or more years' criminal justice experience performing legal assistant duties or any equivalent combination thereof

SPECIAL NECESSARY REQUIREMENT

Qualified to become a notary public.