

JOB DESCRIPTION: **SUPPORT ENFORCEMENT COORDINATOR**

DATE: 02/24/09

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	District Attorney	CLASSIFICATION:	081
SUPERVISOR:	Office Manager	SALARY RANGE:	25
UNION (Y/N):	Yes	LOCAL:	Courthouse

GENERAL STATEMENT OF DUTIES: Perform a variety of activities to enforce the collection of child or spousal support payments. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Gather information from the parties needed to establish or modify support obligations. Interview payor, gather information and evaluate ability to pay. Explain legal aspects regarding non-payment and any further court proceedings that may be required to enforce the Court Order. Negotiate with payor for Stipulated Order of Support or prepare necessary paperwork for a court hearing. Prepare and file orders as directed and mail copies to parties.

Maintain a thorough understanding of current child support laws, both on the state and federal level, as well as a thorough understanding of the state system of child support.

Maintain accurate records of payments and prepare correspondence regarding payments or delinquent accounts.

Prepare files and review requests from other states. Initiate requests to other states when required by recipient and maintain accurate account of payment from those states. Initiate correspondence with other states in an effort to keep the payment record up to date.

Prepare and file paperwork on paternity cases. Conduct investigations in paternity matters when necessary to establish the rights of a child, including interviewing mother and alleged father; take written statement and affidavits concerning allegations. Obtain records as evidence and prepare data for presentation during the court hearing, if required.

Prepare satisfaction and suspension of support payments when requested. File papers and mail copies to parties involved. Prepare legal actions to enforce child support obligations.

Respond to inquiries regarding services available and processes and procedures related to support enforcement.

Prepare annual budget for child support program for use in securing federal funds. Obtain expense information and prepare reports for reimbursement for program expenditures.

Maintain statistics on daily activities to prepare periodic reports.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Provide basic supervisory coordination to one lower

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level classification, including training, assigning and reviewing work, and assisting the Office Manager in the preparation of evaluations and providing recommendations regarding any discipline to be considered.

SUPERVISION RECEIVED: Work under the general supervision of the Chief Legal Secretary who reviews work for conformance with established policies and procedures.

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: Equivalent to high school graduation with additional broad specialized legal training equal to two years of college. At least four years experience in the legal field, preferably with previous support enforcement or collection experience. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of state and federal child support laws. Thorough knowledge of legal office practices and procedures, court proceedings and related documents. Familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to understand and interpret support enforcement laws and orders. Ability to communicate effectively and prepare clear and concise reports. Ability to maintain the confidentiality concerning issues encountered. Ability to remain calm and use good judgement during confrontational or high-pressure situations. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

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.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.