
EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	District Attorney	CLASSIFICATION:	082
SUPERVISOR:	Chief Legal Secretary	SALARY RANGE:	22
UNION (Y/N):	Yes	LOCAL:	Courthouse

GENERAL STATEMENT OF DUTIES: Perform a variety of activities to support the Child Support Enforcement Program. Do related work as required.

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

Assist Support Enforcement Coordinator in the establishment, enforcement and collection of child support payments. Assist in the enforcement and collection of spousal support payments.

Prepare necessary paperwork, as directed, for court hearings. Prepare and file orders as directed and mail copies to parties.

Assist in the maintenance and documenting of accurate records of each case and prepare correspondence regarding accounts. Enter coding in computer of new orders and new applications, including creating new electronic files and maintaining such files.

Prepare files and assist Coordinator to investigate new reciprocals from initiating states. Initiate petitions to other states when required by recipient and maintain accurate account of payment from those states. Initiate correspondence, as directed, with other states in an effort to keep the payment record up to date.

Assist Coordinator to prepare and file paperwork on paternity cases. Coordinate appointments with paternity testing laboratory. Obtain records as evidence and prepare data for presentation during the court hearing, if required.

Prepare legal documents. File papers and mail copies to parties involved.

Maintain statistics on daily activities to prepare periodic reports. Send and retrieve data electronically for investigative and case management purposes. Maintain, update and complete forms used in both judicial and administrative process of child support.

Prepare correspondence, sort mail and respond to inquiries as needed. Maintain accurate and complete files. Maintain office calendar including recording court hearings.

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

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility assigned to this position.

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

JOB DESCRIPTION: SUPPORT ENFORCEMENT AGENT

DATE: 02/24/09

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 plus two years additional secretarial schooling (equivalent to an associate's degree), preferably legal secretary training. At least two years secretarial experience, preferably in the legal field and 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: Knowledge of legal office practices and procedures, court proceedings and related documents. Knowledge of state coding system and code abbreviations. Familiarity with the use of computers and business software such as word processing and spreadsheets.

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.