

**CLASS TITLE: CHILD SUPPORT ADMINISTRATIVE OFFICER**

**Class Code: 02590500**

**Pay Grade: 25**

**EO Code: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform a variety of administrative support tasks related to the legal processes within the state's child support system; to assist attorneys in the preparation of court and/or administrative assignments; to act as administrative hearing officer in determining the financial obligation of putative parents; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom general and specific assignments are received; work is reviewed for conformance with pertinent statutes, regulations and guidelines.

**SUPERVISION EXERCISED:** Usually none. May supervise staff members assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform a variety of administrative support tasks related to the legal processes within the state's child support system; to assist attorneys in the preparation of court and/or administrative assignments; to act as administrative hearing officer in determining the financial obligation of putative parents.

To assist and support attorneys with court and/or administrative assignments including, but not limited to: completion of discovery, interrogatories and briefs; filing and preparation of motions, affidavits, stipulations and subpoenas; to assist legal staff with special projects.

To assist attorneys at court with the paternity and reciprocal/domestic calendars on a rotating basis including, but not limited to:

obtaining printouts of various panels from the automated computer system; pre-conferencing cases; completing wage withholding forms; ascertaining pending motions; obtaining employer/income and medical information; verifying requests for court continuances for contempt motions.

To maintain a paternity caseload, including but not limited to:

the preparation of case files for the court calendars and genetic testing appointment schedules; meeting with the custodial parent to determine the status of a case involving multi-noncustodial parent individuals; assisting in the development, preparation and filing of non-automated system paternity motions; meeting with custodial and noncustodial parents to complete the appropriate motions to obtain voluntary acknowledgement of paternity affidavits.

To review hardcopy court orders and compare orders to attorney draft orders for accuracy; to distribute copies to the appropriate parties of the case.

To act as an administrative hearing officer for all administrative hearings held by the child support enforcement program including, but not limited to:

Administrative offset hearings, administrative liens hearings, recoupment hearings, various administrative enforcement hearings, and any hearings that may be required by federal or state court decisions, and to prepare written decisions and transcripts of testimony and exhibits for any appeal process.

To research, locate and identify real and personal property, including real estate, financial assets and other personal property of delinquent noncustodial parents; to place liens and levies on such property; to place public advertisements for the sale of such property per state laws; to verify child support arrearages pertaining to each child support case; to perform research of bankruptcy, personal injury and probate cases and prepare related correspondence.

To assist in the development, assessment, implementation, and monitoring of new procedures, policies and forms, as assigned by a superior.

To train new staff members for periods of limited duration.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of federal and state laws, rules and regulations regarding the statewide comprehensive child support program, and the ability to apply such knowledge during related legal processes; a working knowledge of Family Court procedures as they apply to child support enforcement; the ability to make technical decisions involving various administrative enforcement actions available to the program; the ability to ascertain facts by personal contact, interviews, observation and examination of records; the ability to communicate effectively; the ability to prepare clear and concise reports; the ability to establish and maintain effective working relationships with superiors, peers and the public; the ability to use computers and job-related computer software; the ability to prioritize and organize work assignments; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: possession of a bachelor's degree from an accredited institution of higher learning with concentration in law enforcement, criminal justice, sociology, psychology, social work or a closely related field; Or,

**Education:** Such as may have been gained through: possession of an associate's degree from an accredited institution of higher learning with concentration in law enforcement, criminal justice, sociology, psychology, social work or a closely related field; and

**Experience:** Such as may have been gained through: two years of experience providing administrative support in the execution of a variety of legal processes, or other related job experience.

**SPECIAL REQUIREMENT:** Must possess and maintain a Paralegal Certificate from an accredited institution as a condition of employment.

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