

*****JOB ANNOUNCEMENT*****

Child Support Specialist

POSITION: Child Support Specialist
POSTING DATE: April 12, 2018
CLOSING DATE: April 26, 2018
SALARY: \$16.00
LOCATION: LCO Tribal Administration Building
DEPARTMENT: LCO Child Support
SUPERVISION: LCO Child Support Director
ADMINISTRATION: LCO Tribal Policies & Procedures

POSITION SUMMARY:

Provide comprehensive child support services to children, custodial parent, and non-custodial parent by performing advanced level of services including interviews, investigations, financial negotiations, and collections. Work includes monitoring ongoing cases, conducting extensive research and interviews, modifying existing legal documents, preparing court orders, negotiating stipulations, coordinating the processing of warrants and hearings.

QUALIFICATIONS:

- Mature adult.
- Tribal Preference applies.
- Education or equivalent work experience in Human Services, Corrections Science, Paralegal, or related field. Associates degree preferred.
- Related case management experience desired; Two years preferred.
- Must be bondable.

- Must have reliable transportations, full auto insurance coverage.
- Must have a valid driver's license and a clean driving record, applicants will be required to complete a "Driver's Record Check" release of information form.
- Must be able to pass a Criminal Background Check(s)
- Must be able to pass pre-employment drug screen and random screens thereafter.
- Must have an extremely good work ethic and perform in a professional manner.
- Must be dependable, punctual.
- Works under the direct supervision of the LCO Child Support Director.

KNOWLEDGE, SKILLS, & ABILITIES:

- Excellent computer skills including MS office programs and familiar with databases.
- Ability to interpret and present procedures, reports and other information.
- Ability to read and analyze legal documents such as a summons, petition, motion, affidavit, contempt papers, warrants, and order for appearance, and wage assignment.
- Excellent interpersonal and public speaking communication skills
- Ability to work with and deescalate disruptive or unruly clients.
- Ability to exercise independent judgment and determine appropriate action to be taken within specific tribal and federal statues, rules, and guidelines.
- Working knowledge of investigative techniques
- Familiarity with Lac Courte Oreilles Community.

DUTIES AND RESPONSIBILITIES:

- Interview applicants to identify services needed; analyze cases to determine appropriate actions; locate parents and their assets using available information; and provide case management and activity tracking.
- Initiate actions to establish paternity, child support orders, and income withholding orders under guidelines set by tribe.
- Contact sources for income verification to collect data for cases requiring legal action; calculate child support obligations and debts; initiates appropriate collection actions; negotiates repayment of child support debts.
- Document contacts, correspondence, and record all actions taken for case in the Tribe's child support data computer system.
- Examine and evaluate legal and other public records. Meet with people scheduled for court to negotiate stipulations.
- Inform applicants of case progress upon request.
- Respond to phone calls from public regarding court orders, complaint questions, etc.
- Assist the Child Support Attorney in court by providing the necessary information and documentation on cases referred; testify in court as needed.
- Prepares and provides timely required paperwork and reports on assigned caseload to ensure proper notice and actions and the status of each case.

- Coordinate with TANF program on identifying TANF recipients eligible for child support in order to track and record child support payments collected on their behalf.
- Record and track all child support payments per federal regulations; inform clients of late or uncollected payments to assist in appropriate collections actions to keep clients current.
- Reconcile child support accounts and verify calculations of arrears due.
- Review of statistical and financial reports to determine correctness, completeness, and adherence to federal regulations.
- Maintain confidentiality
- Provide backup to other LCO-CSP Specialists and child support staff.
- Must be willing to attend child support specific training.
- Performs other duties as assigned.

APPLICATION PROCEDURE:

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W. Trepania Road
Hayward, WI 54843**

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.