



JOB DESCRIPTION

<i>Title</i>	Child Support Agent I	<i>Created</i>	Dec. 2012
<i>Department</i>	District Attorney's Office	<i>Revised</i>	
<i>Job Class</i>	13 A 3	<i>Safety Sensitive</i>	Yes
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads	<i>FLSA</i>	Non-exempt

Purpose

Provide support enforcement services including enforcement of child support orders, establishment of paternity, establishment of support orders, and modification of existing orders.

Essential Functions

- Conduct interviews with applicants and parties.
- Establish order by obtaining information to build establishment or paternity case.
- Gather relevant information, such as number of children, income and expenses of the parties. Calculate support obligations per Oregon Administrative Rules, prepare and issue notice and finding of financial responsibility and serve the parties via certified mail, or personal service. If appealed, schedule paternity testing and/or request administrative hearings. Prepare evidence for, and testify in hearings or jury trials. Issue final order and file with courts. Enter case information on computer.
- Conduct modification reviews at the request of either party per eligibility requirements; compute support obligation per administrative rules; prepare and serve paperwork; if objection, prepare evidence for, and represent office in administrative hearings and/or testify at court hearings.
- Assist in determining when case meets criteria for misdemeanor or felony prosecution and prepare documents, schedule hearing and file with court; and prepare evidence for same. Review case with prosecuting attorney; testify at hearing or Grand Jury; prepare court order and monitor compliance.
- Provide probation supervision by monitoring case for compliance with terms of court ordered probation. If not in compliance, prepare documents for violation, prepare evidence for hearing and testify at trial. Prepare sentence order on non-felony cases.
- Initiate and respond to interstate/international requests under URESA/UIFSA Act, including establishment, enforcement, modification and paternity actions.
- Monitor and maintain state child support computer system (CSEAS) for case information for compliance with state and federal requirements.
- Initiate locate procedures for obligors and obligees when necessary, through accessing various agencies databases, through locate unit and through own investigative action, the internet, etc.



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- Initiate and prepare documents for transfer of Circuit Court files to and from Clatsop County for enforcement action.
 - Maintain confidentiality of records and office security per federal and state requirements, by completing yearly confidentiality certification, audits, and compliance with updated procedures.
 - Compute and determine arrearages owing and prepare documents to establish arrearages through judicial or administrative action.
 - Initiate certain enforcement procedures, such as: income tax intercepts, occupational or drivers licenses suspension, garnishments and lien actions.
 - Initiate wage withholding as appropriate and respond to questions from parties and employers. Participate in administrative hearing if objection to wage withholding order.
 - Monitor and review each case at least once per quarter for compliance with support order and determine if further action is required. Ensure monies have been credited properly.
 - Conduct legal research as needed.
 - Respond to inquiries from attorneys, clients, and defendants regarding processes and procedures of child support.
 - Exercise independent thinking to perform duties.
 - Attend all required training to maintain a thorough understanding of current child support laws, both state and federal level, as well as the state system of child support.
 - Ability to work cooperatively with co-workers, to follow program guidelines and achieve program goals.
 - Pick up and deliver mail and other correspondence between the child support office and the courthouse on a regular basis.
 - Perform additional duties as assigned.
 - Follow all safety rules and procedures established for work area.

Mandatory Qualifications

High School Diploma/GED and knowledge of legal secretarial/legal assistant disciplines acquired through specialized coursework, training or equivalent experience. Proficiency in word processing, secretarial skills, legal form and court procedures. Prior legal secretarial experience of at least one year. Excellent communication skills. Requires valid Oregon driver's license or ability to obtain upon hiring.

Desired Qualifications

Notary public; Associates degree or certification as a legal secretary, paralegal or legal assistant.



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Physical Demands

Once or twice a day lift file boxes. Use a computer keyboard.

Working Conditions

Typical working office environment. Frequent interaction with rude, upset, or dissatisfied individuals.

Supervisory Responsibility

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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