TITLE:	**Child Support Caseworker**	**JOB CODE:**	1354
PREPARED:	6/30/03	**FLSA:**	Non-Exempt
UPDATED:	05/01/08	**REVISION #:**	

Summary: Under general supervision, provides the establishment, collection and disbursement of child support orders and payments.

Distinguishing Characteristics: None.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Establishes child support obligations; interviews custodial and non-custodial parents; reviews and verifies financial statements, records and documents; drafts legal documents and correspondence; completes worksheets and forms; prepares case transfers; prepares cases for default or contempt proceedings.
- Locates absent parents through various state and federal records, employment inquiries or other methods.
- Establishes parentage by contacting alleged father; arranges for DNA testing; completes appropriate forms and documents.
- Collects and disburses child support payments; balances receipts and payments; prepares and mails checks; posts and balances accounts.
- Responds to questions from other jurisdictions, agencies or the general public regarding child support policies, procedures, regulations and specific cases.
- Represents the State at court hearings by appearing in child support cases, as allowed by law.
- Establishes wage withholdings and garnishments; locates assets and places liens; intercepts unemployment or tax refund checks and other financial sources.
- Maintains various automated records; updates information on records; produces various reports; researches case histories.
- Provides technical assistance to less experienced caseworkers by answering questions regarding procedures or policies.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of applicable county, state and federal laws, codes, regulations and policies and guidelines regarding child support administration.
- Knowledge of interviewing techniques.

- Knowledge of the principles and practices of case management.
- Knowledge of basic record keeping principles and practices.
- Knowledge of basic accounting principles and practices.
- Knowledge of County policies, procedures, rules and regulations.
- Knowledge of standard office practices and equipment.
- Skill in interpreting laws and regulations.
- Skill in establishing and maintaining effective working relationships with parents, other social service agencies and the general public.
- Skill in effective oral and written communications.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent GED certificate.
- One year of social service or legal experience.
- Notary Public.
- Possession of a valid State of Nevada Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 25 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, calculator and a motorized vehicle.