

**POSITION DESCRIPTION
COUNTY OF WHITLEY, INDIANA**

POSITION: Child Support Caseworker
DEPARTMENT: Title IV-D
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M - F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: February 2002
DATE REVISED: January 2019

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Whitley County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodations would present an undue hardship.

Incumbent serves as Child Support Caseworker for the Title IV-D Department, responsible for establishing and enforcing the payment of child support, preparing and processing legal documents, and maintaining files.

DUTIES:

Functions as paralegal.

Analyzes documents provided by parties, determining proper legal proceedings to file to establish, modify and/or collect support, establish paternity, or obtain felony convictions and incarcerations.

Interviews and communicates with parties for the purposes of obtaining information for decision making process.

Composes correspondence, legal documents, and pleadings for the Prosecutor and the Courts, ensuring compliance with federal and state child support laws, regulations, and procedures, and drafting orders for the courts.

Opens new causes of actions, establishing paternity and child support, filing necessary documents with Court to modify child support once established and/or to enforce the payment of child support, preparing and processing all legal documents to accomplish the aforementioned, and maintaining accurate balances of support and arrearages on each case.

Prepares cases for hearings and trials, including preparing documents, researching criminal histories, analyzing complex data, searching public records, reviewing new case and statutory law, entering charges on computer, and notifying appropriate officers and participants by mail and telephone.

Works reports in Indiana Support Tracking System (ISETS), increasing and aiding in the collection of child support and locating individuals.

Computes child support obligations pursuant to Indiana Support Guidelines Worksheet.

Monitors support payments and coordinates and conducts status conferences.

Performs various clerical tasks as assigned, including typing, copying, filing various documents electronically, preparing outgoing mail, entering data on computer, researching public records, and scheduling and coordinating Court and Prosecutor=s calendars.

Coordinates DNA testing with Phlebotomist and case participants.

Attends hearings and trials with attorneys, testifying in legal proceedings as required.

Attends ongoing training by the Child Support Bureau and Prosecuting Attorney Counsel.

Periodically assists in interviewing candidates for openings, making hiring recommendations; plans and delegates work assignments, evaluates performance and trains assigned staff.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED. Previous legal experience or experiences with ISETS required.

Ability to meet all departmental hiring requirements, including passage of a drug test.

Working knowledge of department and standard office policies and procedures, County court system, and related legal terminology and requirements, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to compose correspondence and prepare documents as assigned.

Ability to type with speed and accuracy, and properly operate a variety of standard office equipment, including computer, telephone, fax machine, copier, shredder, scanner, as well as ISETS and a variety of web-based programs.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with various employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to interview, plan work assignments, train, and evaluate performance of assigned staff.

Ability to compute, perform mathematical operations, and research and compile data.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and work with others in a team environment.

Ability to work on several tasks at the same time, and work rapidly for long periods, often under time pressure.

Ability to effectively communicate orally and in writing with co-workers, other County departments, judges, attorneys, court personnel, state and local offices and law enforcement agencies, businesses, local medical personnel, out of state agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to testify in legal proceedings/court.

II. RESPONSIBILITY:

Incumbent functions in a paralegal capacity, performing a wide variety of duties according to well-established policies, procedures, and legal requirements, with priorities determined by service needs of the public, and the Court. Decisions are always determined by specific instructions or well-existing policies or procedures. Errors in work are usually prevented and detected through legally defined procedures and procedural safeguards. Undetected errors may result in loss of time to correct error.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, judges, attorneys, court personnel, state and local offices and law enforcement agencies, businesses, local medical personnel, out of state agencies, and the public for the purpose of exchanging and explaining information and interpreting policies and procedures.

Incumbent reports directly to the IV-D Staff Attorney.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and courtroom, involving sitting for long periods, sitting and walking at will, keyboarding, hearing sounds/communication, close and far vision, reaching, bending, crouching/kneeling, pushing/pulling objects, speaking clearly, lifting/carrying objects weighing less than 25 pounds, and exposure to irate/hostile persons.

Incumbent occasionally works weekend hours and travels out of town, sometimes overnight for training and meetings.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Child Support Caseworker for the Title IV-D Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Print or Type Name