

JOB DESCRIPTION

CHILD SUPPORT ENFORCEMENT OFFICER

PURPOSE OF POSITION: Performing a variety of administrative duties requiring considerable independent judgment including but not limited to, maintaining information of a confidential nature and normal involvement in all management-level decisions in the Butler County Attorney's Office.

Essential Functions

- Prepare, establish, monitor, and enforce all child support enforcement cases referred to the department.
- Prepare miscellaneous pleadings for the County Attorney's review.
- Gather and review data required to prepare a variety of legal documents according to state requirements.
- Interview clients and coordinate child-support-enforcement-related activities of agencies in order to achieve effective enforcement.
- Coordinate all factors of case activity, assuring that all necessary components are compiled and scheduled accordingly.
- Determine appropriate legal action in order to effect referral to the attorney.
- Schedule trial dates and times for court and file documents related to court cases.
- Attend court hearings to provide testimony.
- Compose and type letters, correspondence and reports as directed.

- Maintain calendar and coordinate scheduling with staff on a continual basis.
- Performs other duties as directed or as the situation dictates.

Essential Knowledge, Experience, and Abilities

- Thorough knowledge of and ability to apply basic computer and electronic data processing skills.
- Thorough knowledge of and ability to apply modern office practices and procedures.
- Thorough knowledge of and ability to utilize supervisory skills.
- Ability to operate standard office equipment.
- Ability to establish and maintain effective working relationships with clients, fellow employees, supervisors, other agencies, and general public.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work effectively in stressful situations.
- Ability to work independently.

Essential Education, Certifications, and Licenses

- Graduation from a high school or GED equivalent, with specialized course work in general office practices such as typing.

Essential Physical Demands and Typical Working Conditions

- Work is generally performed indoors and in an office setting and does not require a considerable amount of standing and walking.
- Work may be stressful when dealing with irate citizens and/or meeting deadlines.

Essential Attendance and Availability Requirements

- Must maintain an acceptable level of attendance, punctuality, and availability as determined by the County; must work such regularly scheduled hours as are determined by the County; must work any overtime, weekends, and holidays.
- Must work at the assigned work site.
- Must travel as required.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.

Position is 20 hours/week. Pay range is \$16-\$18/hour plus county benefits.

Please submit your resume and cover letter to hloges@butlercountyne.net by January 18, 2021, at 5:00 PM.