



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> Budget Administrator/Child Support Specialist	<b>NEW:</b> X	<b>REVISED:</b> _____
	_____	(Please check one)
<b>REPORTS TO:</b> Asst. Prosecuting Attorney-Family Support	<b>FLSA:</b> Non-exempt	<b>DATE:</b> 10/11
<b>DEPARTMENT:</b> Prosecuting Attorney		<b>JOB CODE:</b> 203

### **DEFINITIONS:**

With general supervision, prepares, administers and directs financial activities of the Family Support Division of the Prosecuting Attorney's Office. Enforces, investigates, establishes paternity, files payment orders, liens and drivers' license suspensions for Family Support cases.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Prepare annual budget documents for the Family Support Division with direction from the Assistant Prosecuting Attorney – Family Support/Office of Administrator. Process, track and analyze budget data; maintain financial reports with emphasis on accuracy and prepare appropriate forms for reimbursement from the State of Missouri. Serve as liaison with other County offices concerning budget activities of the Family Support Division.

Enforce child support orders by monitoring individual cases and taking action as necessary to ensure compliance with orders; process wage withholding/garnishments; investigate the whereabouts and employment of individuals on cases; maintain State requirements/deadlines; prepare, process, and file criminal charges.

Interact with custodial/non-custodial parents in person or on the phone; locate non-custodial parent; arrange tests to establish paternity; prepare and process license suspensions.

File and maintain documents, records and other paperwork; send correspondence to employers, non-custodial parents, post office and other outside agencies; process ‘alert’ information on the State of Missouri child support system and take action for payments on hold, interstate communication, etc.

Prepare court documents; update accounting paperwork in individual files; analyze data-base issues and testify in court.

**KNOWLEDGE AND SKILL:**

1. Good knowledge of accounting and bookkeeping practices.
2. Good knowledge of applicable federal, state and local statutes, ordinances and regulations.
3. Good knowledge of the court system in the State of Missouri.
4. Skill in reading, analyzing and interpreting legal documents.
5. Skill in problem solving and interpreting procedures, statutes and other legal publications and government regulations.
6. Skill in communicating orally and in writing and establishing and maintaining cooperative working relationships with co-workers and public that may be under stress.
7. Skill in adding, subtracting, multiplying and dividing all units of measure, using whole numbers, common fractions and decimals.
8. Skill in the use of a personal computer.

**MINIMUM QUALIFICATIONS:**

Bachelor’s Degree in Accounting/Bookkeeping, Business Administration or related degree; and three years accounting/bookkeeping experience; ability to type 35 words per minute in automated office environment; must have a clear criminal history.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)