



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Child Support Enforcement Technician</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> _____
	<small>(Please check one)</small>	
<b>REPORTS TO:</b> <u>Asst. Prosecuting Attorney – Family</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>IV-D</u>		<b>JOB CODE:</b> 500

**DEFINITIONS:**

With general supervision, enforces and investigates Family Support Division's orders by handling individual cases and performing duties related such as establishing paternity and filing payment orders, liens and drivers' license suspensions.

**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.)*

Enforces child support orders by monitoring individual cases and taking action as necessary to ensure compliance with orders; processes wage withholding/garnishments; investigates the whereabouts and employment of individuals on cases; maintains State requirements/deadlines; prepares, processes, and files criminal charges.

Interacts with custodial/non-custodial parents in person or on phone; locates non-custodial parent; arranges tests to establish paternity; prepares and processes license suspensions.

Files and maintains documents, records and other paperwork; sends correspondence to employers, non-custodial parents, post office and other outside agencies; processes 'alert' information on State system and takes action for payments on hold, interstate communication, etc.

Prepares court documents; updates accounting paperwork in individual files; analyzes database issues; testifies in court.

**KNOWLEDGE AND SKILL:**

1. Good knowledge of applicable federal, state and local statutes, ordinances and regulations.
2. Good knowledge of the criminal justice system in the State of Missouri.
3. Good knowledge of the court system in the State of Missouri.
4. Skill in reading, analyzing and interpreting legal documents.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
6. Skill in the use of a personal computer.

**MINIMUM QUALIFICATIONS:**

Associate's Degree and three years experience in accounting/bookkeeping.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_

(signature)