

LEE COUNTY DISTRICT ATTORNEY'S OFFICE
JOB DESCRIPTION:

CHILD SUPPORT ENFORCEMENT WORKER

INFORMATION

Location: Lee County District Attorney

Job Class: Administrative

Department: Child Support Unit

Hours: 8-4:30pm **(This time may be adjusted as necessary on scheduled court days.)**

Employment Category: Regular Full-Time

PURPOSE

Enforce child, spousal and medical support in accordance with established legal and administrative requirements of the Lee County Department of Human Resources, state law and federal regulations. Provide comprehensive child support services to children, custodial parent, and non-custodial parent by assisting in the establishment of paternity, establishing new child support cases/orders, enforcing ongoing cases, modifying existing legal documents, preparing orders, and coordinating the processing of warrants and hearings for nonpayment of support.

ESSENTIAL FUNCTIONS

- Perform enforcement duties for assigned Caseworker to assist with the establishment of paternity, support and/or modification of existing child support orders and registration of incoming UIFSA petitions. Initiate enforcement actions in delinquent cases as requested.
 - Will be assigned to work with certain caseworker(s):
 - Your caseworker assignment is based on the needs of the Child Support Program and is subject to change without notice to ensure that those needs are met.
- Process referrals/communications memos from Caseworkers.
 - **All referrals/memos are to be processed using a first-in, first-out processing system. At least five (5) case summaries are to be processed daily and filed with the Clerk of the Court within 28 calendar days of receipt. This number is subject to change based on the current case load.**
- Perform all aspects of case preparation for Court to include but not limited to:
 - Ensuring that the cases listed on the docket are matched with the cases on the office court list and vice versa. If any cases need to be added or omitted from the docket take the necessary steps to do so and notify your assigned Caseworker.
 - Ensuring that all files have been inspected prior to Court and that all documents have been locked down and ample room is available on the Record of Contact for the ADA to write any notes from Court.
 - Ensuring that all documents/orders pertaining to the case are included in the file prior to Court.
 - Assisting the ADA in Court by providing the necessary information on cases referred.

- Filing court documents with the Family Court after court, securing signatures. Ensure all court documents have been filed with the Clerk of the Court.
- Take phone calls from DHR Caseworkers. (Answering case specific questions, prepare copies of documents as requested, etc.)
- Respond to questions/requests/inquiries from clients, employers, etc. by phone. Perform all functions and requirements associated with individual walk-in clients.
- Document all calls from parties on case CAN notes as well as in the ADA's child support file.
 - **CAN notes create a history of the cases and client contact for the DHR Child Support Workers and notation in the child support file creates a case history for the ADA.**
- Maintain confidentiality.
- Perform other duties as assigned and cross-train as directed.

ADDITIONAL DUTIES

- CFS Dismissals. Duties include pulling files for the previous month of CFSs that are older than six (6) months; printing notice of dismissals for ADA to sign and e-filing notice of dismissals.
- Check email daily to ensure that ADA is aware of any filings in need of a timely response.
- Marking the dockets for multiple cases and highlighting the NCP for all dockets except pay docket.

NECESSARY SKILLS

Child Support Enforcement is a Human Services related industry and as such certain expectations are placed on those who work in its related fields. As a Child Support Enforcement Worker you are expected to handle all client interaction whether it be in-person or by telephone in a courteous, friendly and professional manner. Not only does your behavior reflect on you but it is also a reflection of the Child Support Enforcement Unit and the District Attorney's Office as a whole. Any citations for a violation of the Laws of the State of Alabama should be reported immediately to the District Attorney.

REPORTING STRUCTURE

The reporting structure for this position is as follows: Child Support Enforcement Coordinator (CSEC), Assistant District Attorney (ADA), District Attorney (DA). The CSEC is your first point of contact for all personnel and work-related concerns. If the CSEC is unable to assist you, your next point of contact is the ADA. If your concerns are still unresolved after speaking with the ADA then you would report directly to the DA. The DA should only be contacted if your concerns have not been addressed after speaking with the CSEC and/or the ADA.

This Job Description describes the essential functions of the job described. It is not an exhaustive statement of all duties or responsibilities of the job. Additional task may be added or modified as the program requires.