



COUNTY OF NYE

CLASS TITLE: *Supervising Child Support Administrator*

BASIC FUNCTION:

Assists the District Attorney, by planning, administering, and directing all phases of the Child Support Division in the District Attorney's Office while supervising subordinate staff. Develops and implements a comprehensive support program of services available to the community pursuant to state, federal and local laws, and regulations and pursuant to inter-local agreement with the State of Nevada Department of Welfare and Supportive Services.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Supervises, directs, reviews, trains, evaluates and provides direction, assignments and management of the Child Support Staff.
2. Monitors and interprets changes in laws, regulations and legal proceedings related to child support and family law and evaluates the impact of the changes on the division.
3. Prepared and composes materials for trials, conferences and prepares precise legal documents, such as, but not limited to; Summons, bench warrants, wage garnishments, seizure of financial accounts, license suspensions, liens, judgements and orders, motion and orders, complaints, criminal pleadings, governor warrants.
4. Establishes and maintains relations with County, State and Federal representatives from the Child Support Program to coordinate efforts to maintain the goals and objectives of the Child Support Programs and ensure compliance with statutes, rules, and regulations regarding the administration of the Child Support Division.
5. Investigates and interviews clients concerning payments or non-payments of child support, spousal support, medical expenses and/or medical insurance coverage. Interviews complainants, defendants, witnesses, and other interested parties to obtain and verify information and to locate people and assets.
6. Researching, analyzing, applying, and explaining technical laws and legal procedures, information and situations using sound independent judgement to make decisions and determine appropriate courses of action, including legal action.
7. Research and accurately execute enforcement procedure for child support within time frames as provided by Nevada Revised Statute, Federal Regulations, State and Office Child Support policies and procedures.
8. Explains family support laws and regulations to clients and other interested parties; Assists clients in completing forms; initiates correspondence to public and private

organizations and local, state, and federal agencies to obtain documentary evidence and other sensitive information; Composes reports, correspondence and other written materials to clients and agencies.

9. Set up and keep accurate and confidential case files and computer records of all assigned case activities. Prepare and update case audits as required to ensure accurate balances are reflected and reported to appropriate state and federal agencies. Accurately calculate amounts owed in accordance with various court orders, including but not limited to interest and penalties owed on cases.
10. Conducts financial investigations using available resources through state and federal agencies to locate assets used to determine defendant's ability to pay support in accordance with state and federal guidelines.
11. Monitors, maintains, and updates case files; monitors compliance and initiates appropriate enforcement actions as necessary. Inputs and updates cases in State and Federal child support system with all actions taken on case files. File and digitally scan documents and other related materials to case files.
12. Responsible for preparing accurate financial audits on child support, medical support and spousal support balances.
13. Communicates in person, by telephone, or in writing with complainants, defendants, witnesses, other state and federal agencies, attorneys, and business to obtain and provide information. Develop and maintain contacts with other departments and agencies to coordinate efforts.
14. Contribute to the efficiency and effectiveness of the department's service to its clients by offering suggestions and directing or participating as an active supervising member of a team while working under pressure daily with constant interruptions. While also dealing with the public who may be angry, upset and mentally and verbally abusive.
15. Attend various meetings, training conferences, workshops and court hearings requiring in-state and out of state travel.
16. Reviews and evaluates State Welfare reports and documents and makes legal determinations as to whether cases are applicable for Child Support enforcement services.
17. Assigns caseload to Child Support staff.
18. Prepares legal documents, summons, and orders to serve to clients and other interested parties.
19. Negotiates and establishes orders and settlements with attorneys and insurance companies. Prepares information for court appearances.
20. Makes court arrangements, notifies the interested parties of dates; prepares briefs and briefs the Deputy District attorney on cases prior to court appearances and attends hearings to present case facts and testimony before Hearing Masters, Justice and District Court Judges.
21. Conducts genetic testing on clients and forwards DNA samples or test kits to labs for DNA analysis. Initiates actions to adjudicate paternity, obtains order; researches

and evaluates financial status of both parties, negotiates agreements between parties and amend child's birth certificate.

- 22. Maintains appropriate software knowledge of State programs to administer State and Federal reporting requirements.
- 23. Interacts with State and Federal Auditors for yearly Audits to determine data reliability and measure Federal and State performance requirements are being met.
- 24. Develops monitors and coordinates the Child Support budget including but not limited to, staff salaries, retirement, insurance, office equipment, supplies and expenditures for the State of Nevada.
- 25. Prepares monthly reports to the State of Nevada to ensure reimbursement of funds to Nye County.
- 26. Arranges for collection of monies from respondent's employers, insurance companies, banks and other agencies.
- 27. Takes notes, transcribes, maintains files, correspondence, and legal documents; maintains records of cases opened, dismissed, wage withholdings and judgments.
- 28. Assists the public and explains family support laws and regulations to clients and other interested parties; assist clients in completing forms. Initiates correspondence to public and private organizations and local, state, and federal agencies to obtain documentary evidence and other sensitive information. Composes reports, correspondence and other written materials to clients and agencies.

ABILITY TO:

The ability to Plan, organize, supervise, review and evaluate the work of others; Training others in policies and procedures and work with high standards; Understanding, applying and explaining office and administrative processes and procedures; Organizing, prioritizing and coordinating work activities, training and critical deadlines; successfully work with people of a variety different socioeconomic and ethnic and cultural backgrounds where relations may be confrontational or strained; Prepare clear and concise reports, correspondence and other written materials; Make accurate arithmetic calculations; Organize own work, setting priorities and meeting critical deadlines; Operate a personal computer utilizing a variety of standard software and specialty programs to manage and monitor cases and maintain accurate files, records and statistics; Work under pressure and multitask; Develop cooperative working relationships with your co-workers, attorneys, other states' public and private legal offices and child support representatives; Read, interpret, understand, apply and explain technical laws and legal procedures ; Analyze information and situations using sound and independent judgment to make decisions and determine appropriate course of action, including legal actions.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school and/or G.E.D. equivalent and at least four to six years' experience in a legal setting directly related to the duties and responsibilities of the class.

LICENSES AND CERTIFICATIONS:

Must maintain a valid Nevada driver's license and must be able to become certified in DNA buccal swab Collection within 12 months.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Child Support Caseworkers and clerical staff

CONTACTS:

Co-workers, attorneys, Judges, Sheriff's department, State and Federal agencies, clients, children, and public

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Mobility to work in a typical office and court setting, use standard office equipment, and to drive a motor vehicle to travel to various locations. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Legal office and Court environment