



## COUNTY OF NYE

### CLASS TITLE: CHILD SUPPORT DATA CLERK

#### BASIC FUNCTION:

Under direction of the Supervising Child Support Administrator, provides clerical, secretarial, administrative support to caseworkers and administrator of the Child Support Program. Job duties include but are not limited to providing general information to the public and providing supportive duties to staff which is often confidential. This includes receptionist duties, processing and coordinating all incoming and outgoing paperwork, computer entry, screening phone calls, assisting visitors, record keeping, record destruction, filing, processing mail and imaging documents.

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

1. Receives, screens and answers inquiries from the public, other agencies, departments, attorneys, and legal offices regarding legal matters, consistent with operational policies and procedures of the department.
2. Explains family support laws and regulations to clients and other interested parties; assists clients over the phone and in person with obtaining forms for services.
3. Receives, routes, and distributes mail, correspondence, and documents internally and externally, being cognizant of legal deadlines and confidentiality.
4. Receives, classifies, logs, and prepares materials to be imaged or scanned. Proofreads/verifies accuracy before indexing all documents.
5. File documents by designated categories and retrieves records and information from files and the state/federal Child Support system in order to assist Child Support Administrator and Caseworkers.
6. Reviews legal documents/forms for proper authorization, signatures, and case numbers for filing with the courts.
7. Operates and maintains office equipment such as telephones, computers, faxes, copiers, and audio/visual systems.
8. Attends meetings, conferences, and court proceedings as directed to compose drafts of proceedings.
9. Operates County vehicle to complete daily mail runs.
10. Responsible for delivering and picking up daily inter-office fleet.
11. Contribute to the efficiency and effectiveness of the department's service to its clients by offering suggestions and directing or participating as an active member of a team while working under pressure daily with constant interruptions while also dealing with the public who may be angry, upset and verbally abusive.

**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 or G.E.D. equivalency and one year of general office experience. Certain positions may require a typing speed of 45 wpm.

**KNOWLEDGE OF:**

The use of specified computer applications involving word processing and data entry; business arithmetic; standard office practices and procedures, including filing and the operation of standard office equipment; complete accurate arithmetic calculations; record keeping principals and practices; correct business English, including spelling, grammar and punctuation; techniques, for dealing with the public, in person and over the telephone, often where relations may be confrontational or strained.

**ABILITY TO:**

Successfully work with people of a variety of different socioeconomical, ethnic and cultural backgrounds where relations may be confrontational or strained. Prepare clear and concise correspondence and other written materials; make accurate arithmetic calculations; operate a personal computer utilizing a variety of standard software and specialty programs to manage and monitor cases and maintain accurate file and records; 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.

**LICENSES:**

Valid Nevada Driver's License.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not applicable.

**CONTACTS:**

Co-workers, Supervisors, Attorneys, Judges, Sheriff's department, general public, outside agencies, children, State and Federal agencies.

**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 drive a motor vehicle to travel to various locations.

**CONDITIONS OF EMPLOYMENT:**

Nye County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with required proof of their right to work in the United States and proof of their

identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

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.

**THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES OF EQUAL OR LESSER VALUE.**

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