

## CHILD SUPPORT ENFORCEMENT OFFICER II

NATURE OF WORK IN THIS CLASS:

This is moderately complex technical child support enforcement and investigative work. Employees in this class perform the full range of investigative and enforcement duties.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Investigates and interviews welfare and non-welfare clients to locate absent parents, establish paternity, secure support and enforce child support requirements.

Coordinates and cooperates with local, federal, state and military agencies and courts in the location of absent parents, establishment of paternity and enforcement of child support obligations.

Determines the absent parent's ability to make child support payments and obtains signed agreements for support as appropriate.

Reviews various legal format provided by the support enforcement office attorney; completes and submits the appropriate court order forms as it relates to the case.

Monitors payment schedules as ordered by the court; investigates cases involving child support arrears and determines facts necessary to pursue collection of the arrears; locates, interviews and secures agreements to repay arrears.

Explains established policies and provisions of law as relevant to enforcement of child support obligations.

Serves summons, subpoenas, warrants for arrest or other court-related documents and affidavits pertaining to child support.

Locates, picks-up and delivers absent parents and witnesses on contempt of court on child support cases; testifies in court as witness in matters relevant to child support cases; compiles and prepares all documents and information for court presentation.

Makes recommendations for proper disposition by the Attorney General's Office of referral, denial and non-cooperative cases.

Maintain records and prepares reports of the findings of investigations.

Performs related duties as required.

Page 2  
CHILD SUPPORT ENFORCEMENT OFFICER II

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, techniques and practices of interviewing and investigation.

Knowledge of legal procedures as relevant to child support enforcement work.

Ability to enforce laws, rules and regulations pertaining to child support with tact, firmness and impartiality.

Ability to determine facts, develop evidence and secure information.

Ability to make sound judgement in the enforcement of child support obligations.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

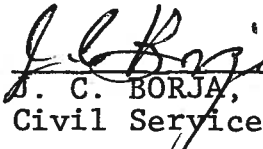
- a) Two years of experience as a Child Support Enforcement Officer I or equivalent work and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: August, 1983

PAYRANGE: 23

  
J. C. BORJA, Executive Director  
Civil Service Commission