

CHILD SUPPORT ENFORCEMENT OFFICER I

NATURE OF WORK IN THIS CLASS:

This is entry technical child support enforcement and investigative work. Employees in this class perform routine investigative duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

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.)

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

Investigates the location of absent parents both on-island and off-island through coordination with other agencies; interviews absent parents and discusses their ability to pay child support.

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

Locates, picks-up and delivers absent parents or witnesses on contempt of court cases; testifies as witness in court in matters relevant to child support.

Compiles and prepares all documents and information for court presentation.

Prepares progress reports pertaining to child support case.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, techniques and practices of interviewing.

Ability to learn and apply the laws, rules and regulations pertaining to child support, legal procedures and other program guidelines.

Ability to gather information through personal interviews, observations and examination of records.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare report.

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Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

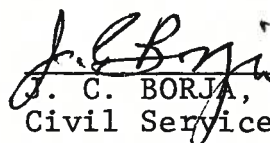
- a) Two years of experience in the application and enforcement of program regulations, legal clerical, or related work and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver;s license.

ESTABLISHED: August, 1983

PAY RANGE: 20



J. C. BORJA, Executive Director
Civil Service Commission