

MORGAN COUNTY POSITION DESCRIPTION

TITLE: Legal Technician (Entry Level)

GRADE: P & A SS 4

DEPARTMENT: Human Services

DIVISION: Child Support

EXEMPT/NON-EXEMPT: Non-exempt

DATE: September 1, 2017

GENERAL STATEMENT OF DUTIES:

The position conducts duties associated with the establishment, enforcement and modification of child support cases. This position requires the individual to learn multiple computer programs, state and federal laws and regulations, tax forms, statutes and intrastate and interstate rules and regulations. This position will develop a course of action that needs to be taken on an individual case, prepare the correct legal documents and be responsible for maintaining the case correctly on the child support computer system to ensure the accuracy of all cases and that all are done pursuant to state and federal rules and regulations. This position is highly visible and requires direct contact with the state department, courts, attorneys, employers and the general public.

SUPERVISION RECEIVED:

This position receives direct supervision from the Child Support Manager.

SUPERVISION EXERCISED:

This position is a non-supervisory position.

ESSENTIAL JOB FUNCTIONS:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of the job at any time.

- ◆ Researches and maintains each case to determine the appropriate action to be taken to establish a paternity, child support and/or medical support order in accordance with state and federal rules and regulations and to determine if child support, paternity and/or medical support is at issue to ensure that each issue is being followed pursuant to each court order.
- ◆ Initiates locate of addresses, employers and assets of each party obligated to pay child support/foster care fees which involves contact with several public and private agencies.
- ◆ Prepares and submits all court documents, collections correspondence related to the establishment or enforcement of child support cases including intrastate or interstate cases, arrears calculations and any other related material that may be associated with securing child support/foster care fee orders or payments on those orders.
- ◆ Negotiates with non-custodial parents to secure child support payments and to determine the validity of each order and conducts modification of orders when circumstances change from court order.
- ◆ Reviews and monitors cases in accordance with state and federal laws, regulations and policies and other funding regulations and County policies.
- ◆ Must understand IRS documents, state tax forms, financial statements and profit and loss statements for self-employed obligors.
- ◆ Able to interpret and apply Colorado Statutes, Federal Rules and Regulations consistently.
- ◆ Works with courts, employers and other necessary agencies.
- ◆ Must complete Emergency Management Institutes NIMS Courses IS-70 & IS-100 within 6 months of hire.
- ◆ Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Ability to work cooperatively with relevant professional and community-based organizations; Federal, State, County and municipal agencies; private sector business and others.
- ◆ Ability to perform analysis relative to public policy, social service systems and court ordered processes.
- ◆ Leadership and Interpersonal skills.
- ◆ Ability to prepare and present financial information in an understandable manner.

- ◆ Ability to engage in conceptual thinking and creative problem-solving.
- ◆ Knowledge of community service resources, activities, and purposes.
- ◆ Ability to learn negotiation/conflict resolution skills.
- ◆ Skill in developing effective working relations with diverse community groups and individuals.
- ◆ Knowledge of laws, legal processes, child support legislation, and all associated terminology.
- ◆ Ability to collect, organize and utilize relevant data.
- ◆ Knowledge of current technology.

EDUCATION:

High school diploma or GED equivalent, Associates Degree or Professional Certificate emphasizing case law and/or criminal justice. Or

A combination of relevant education and professional experience in a position that would satisfy the requirements of the position.

EXPERIENCE:

One (1) year experience in an environment delivering programs and services to a diverse audience. Preferably responsibility for the coordination and/or delivery of programs involving monetary resources or equivalents. Bilingual skills are an asset.

WORK ENVIRONMENT:

Work is generally performed in a standard office environment with occasional travel outside the office to attend meetings, make court appearances and other related activities.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- VISION - Individual must be able to read handwritten or printed material, and read from a computer monitor
- HEARING – Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- LIFTING – Must be able to lift, carry, push or pull 20-30 pounds.
- MOBILITY – Spends 40% of the time sitting, 40% standing and 20% walking while operating in the office. Occasionally* stoops, kneels, balances, reaches, crawls and crouches while performing manual office duties.
- DEXTERITY – Frequent* use of eye, hand and finger coordination enabling the use of automated office machinery.
- COMMUNICATION – Individual must be able to clearly understand the English language and be understood while speaking the English language.
- DRIVING - Must be able to operate a motor vehicle. Must have current Colorado driver's license, current vehicle insurance and a driving record without serious violations. Must appropriately utilize child restraints in order to safely transport children.

Constantly: Activity exists 2/3 or more of the time
 Frequently: Activity exists between 1/3 and 2/3 of the time
 Occasionally: Activity exists less than 1/3 of the time.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

Employee Signature:	Date:
Human Resources:	Date:

