



Child Support Technician I

Salary Group: A09

Class Code: 5550

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
CHILD SUPPORT TECHNICIAN I	5550	A09	\$23,781 - \$34,859
CHILD SUPPORT TECHNICIAN II	5551	A11	\$26,332 - \$41,355
CHILD SUPPORT TECHNICIAN III	5552	A13	\$29,439 - \$46,388

GENERAL DESCRIPTION

Performs routine (journey-level) child support program technical support work. Work involves preparing routine legal and administrative documents and correspondence, responding to inquiries regarding case and payment status, and obtaining needed case information or documents. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Reviews child support cases to ensure completeness of information and documentation; and obtains missing information or documents from parents, court records, and other sources.

Prepares cases for court, which may include filing pleadings, setting cases on docket, monitoring service, and attending court as needed.

Monitors computer databases to identify new or updated locate information.

Enters, retrieves, and updates child support case information in child support computer systems.

Verifies location and employment information using all available sources.

Performs money-handling duties to process child support payments.

Assists in responding to inquiries concerning child support cases and provides case status and payment information.

Assists assistant attorneys general and child support officers in preparing cases for court and processing cases after court.

May initiate a trace on missing or returned warrants for child support payments.

May coordinate, schedule, and monitor paternity tests; and process and distribute paternity test results.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in administrative support, legal secretary, or child support program work. Graduation from a standard senior high school or equivalent is generally preferred. Education and experience may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of office practices and administrative procedures and of legal practices and terminology.

Skill in the use of computers and applicable software and systems.

Ability to provide professional customer service and to communicate effectively.