

Rio Grande County is accepting applications for a Department of Social Services position of:

Legal Technician

General Summary of Duties:

Provides for the enforcement of child support by interviewing custodial parents, initiating the case, locating absent parents, establishing paternity and/or support and enforcing child support obligations through Administrative Process and Judicial System.

Essential Duties and Responsibilities:

Adhere and understand State statutes, regulations, procedures, and the rules of confidentiality. Explain to all parties involved the laws, procedures, and regulations in regards to Child Support establishment and enforcement.

Interviews custodial parents in order to obtain information regarding the identity and whereabouts of the non-custodial parent. Obtain sensitive information on the conception of the child concerning the alleged father. Enter all known information on case initiation; research all locate tools available both manually and automated to locate residential address, employer, and available assets. Prepares information, and proper documentation for interstate cases. Conduct face to face interviews with both hostile, non-hostile, non-custodial parents, and/or attorneys regarding sensitive situations to establish paternity and/or negotiate child support orders. Utilize Administrative Process to establish and/or support orders or request court hearing if parties do not agree. Check category, priority, and class status so proper payment goes out to the family or retained by the state. Calculate accrued arrears, retroactive support or child support debt due the state and/or the custodial parent. Enters chronology and/or documents all information so case may be reviewed.

Prepare court documents before hearing is set and notice all parties of the same. Review case with attorney when court date is set; attend hearings, negotiate agreement, and prepare testimony for the hearing if necessary. Discuss difficult problems with supervisor and IV-D attorney if necessary. Reviews and adjusts court orders at the request of the court. Determine most appropriate legal procedure and initiate decision for case action such as income assignments, judgments, or contempt citations. Determine if paternity is required; set and monitor genetic testing. Use enforcement remedies and deal directly with the ramifications of the use of such remedies. Follow through with the results and determine the next course of action. Analyze information and financial data to arrange payments on arrears as needed for enforcement. Works delinquency report, caseload listing report, driver's suspension reports, credit agency reports, certification for IRS and Revenue offset, and ADHoc reports as needed.

Communicates with TANF eligibility technicians on the clients "cooperation" or "non-cooperation". Notes the irregularities that may affect TANF eligibility or constitute fraud and refers to investigations and technicians.

Qualifications:

This is a Paraprofessional position. High School diploma or GED equivalent; one year work experience in a clerical field; good mathematical skills. Bilingual in Spanish is a plus; Background check and testing is required.

Minimum Salary:

\$12.82 to 13.34 Hr. DOE

Application Deadline:

Monday, April 5, 2010 @ 4:00pm

[Click here for an application](#) and submit applications to:

Human Resources (657-4217)

925 6th St., Room 200

Del Norte, CO. 81132

Applications also available online @ riograndecounty.org