

Prosecuting Attorney Office
CHILD SUPPORT SPECIALIST
FULLTIME; NON-EXEMPT; BENEFITED POSITION

POSITION DESCRIPTION: Under the supervision of the Prosecuting Attorney and Office Manager, will assist with the preparation of establishing child support and paternity orders that are referred by the Department of Health and Human Services (DHHS) to the Office of Child Support for the State of Michigan. Additional responsibilities will include general clerical duties with extensive data processing with one or more computer systems, interviewing various parties, performing genetic testing and working with Circuit Court, Friend of the Court, and Office of Child Support.

POSTED DATE: September 15, 2022

APPLICATION DEADLINE: posted until filled; applications evaluated as received

POSITION AVAILABILITY: Immediate

CURRENT SALARY: 35 hours per week; \$15.2154 – \$19.7801 per hour

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Evaluates new Family Support referrals as they are electronically received from the Department of Health and Human Services through the statewide computer system – Michigan Child Support Enforcement System (MiCSES). Also sets up and prepares the paperwork for the Uniform Interstate Family Support Act cases.
- Interviews parties/alleged parents to determine identity, location of other party and receives personal/confidential information needed for processing paperwork. Works with both parties to achieve an Order for the case.
- Prepares new Family Support and Paternity cases to be filed with the Circuit Court. This is done by completing the Plaintiff's and Defendant's information, Venue and previous case portions of a summons and Complaint.
- Processes files received from the Circuit Court including entry into MiCSES.
- Updates case files as new or additional information comes in such as transmittals from other counties and update the case information in the MiCSES system.
- Compiles fiscal responsibilities of grant-funded programs of the child support division.
- Calculates and prepares Child Support recommendations based on the income information that is supplied by the Plaintiff and the Defendant.
- Processes cases when they come back from court. Prepares Notice of Hearing when another court date has been set. When the cases come back with some type of Order (i.e., temporary child support order, order for genetic testing, or a child support judgment), makes necessary copies and mail to all parties.

- Collects DNA samples on Paternity cases and mails in for testing. Occasionally will need to go to the local jail to collect a DNA sample from an inmate.
- Maintains an appointment calendar and types documents that are frequently used.
- Performs local operations administrator duties such as updating county information in MiCSES, transfers cases, re-assigns roles and sets up scheduling.
- Works on file retention as needed.
- Operate CPR/BRS for state vital records and reporting.
- Other duties as assigned by the Prosecutor.

Minimum Qualifications:

Education:

- High school degree or equivalent. Prefer legal assistant training and familiarity with legal terminology.
- Must receive genetic testing certification.

Experience:

- One to two years of previous clerical experience preferably in a legal setting and working with the public. Requires some experience with computer systems.

**All interested parties should submit cover letter and resume, with references,
to the following address:**

Oceana County Administrator's Office
Attn: Stacey Becker
100 S. State Street
Suite M-4
Hart, MI 49420

Or to sbecker@oceana.mi.us