

Kickapoo Tribe in Kansas Position Description
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Position: **Child Support Specialist II**

Reports to: **Director**

Status: **Full-time (non-exempt) with Benefits**

Position Summary:

Responsible for case management which includes the preparation of case files for court and meetings with Director and/or attorneys prior to court. This Position involves considerable contact with law enforcement personnel, attorneys, government officials, employers, other child support agencies and the general public. Work extends to negotiating stipulations, scheduling appointments, filing, customer service and answering telephones.

Essential Duties & Responsibilities:

- Responsible for the case management of files.
- Ability to perform general office procedures and maintain and organize filing system.
- Assist Child Support Director with efficient operations of KTIK-TCSA.
- Must have knowledge of Federal and tribal child support regulations and the FCPC Tribal Court.
- Update and maintain child support excels spreadsheets and data in the Access database on a weekly/biweekly basis.
- Ability to negotiate stipulations for child support and paternity.
- Contacts numerous sources for income information/verification to collect data for cases requiring legal action or location of custodial and non-custodial parents.
- Examination appraisal of legal/other public assistance.
- Determine legal obligations of absent parents for child support.
- Prepare income withholding orders.
- Filing of other documents with the Tribal Court.
- Modifying existing legal documents.
- Typing of child support agency correspondence as assigned.
- Organization and updating of clients files.
- Assist client inquiries on their case.
- Order office supplies and equipment and complete purchase order request.
- Perform DNA tests as assigned.
- Locate parents as needed.
- Provide information and referral services to clients.
- Perform initial interviews with new applicants.
- General office assistance as assigned.
- All other duties as assigned by the Director.

Minimum Qualifications:

- Bachelor’s Degree or Associate’s Degree in sociology, social work, law enforcement, public administration or other related field; OR
- Three (3) to five (5) years experience in a related field or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Must have full knowledge of the laws and regulations relating to child support, divorce and child support payment methods.
- Ability to work independently with limited supervision.
- Ability to establish effective working relationships with the courts, law enforcement and human services agencies.
- Ability to communicate effectively both verbally and in writing;
- Ability to use and interpret legal, accounting, counseling and personnel terminology.
- Ability to comprehend and interpret a variety of documents including tax expense reports, case records, statutes, statistics, etc.
- Ability to add, subtracts, multiply, divide, and calculate decimals and percentages.
- Ability to operate a variety of office equipment including personal computer, typewriter, calculator, fax machine, etc.
- Shall possess a valid driver’s license and be fully insurable under tribal insurance policy and have personal vehicle liability insurance.
- Must maintain CONFIDENTIALITY.
- Participate in appropriate training sessions as assigned by Director.
- Must be able to pass personal background investigation inquiries.

Drug-Free Workplace Policy:

The Kickapoo Tribe in Kansas is committed to a drug-free work environment and requires all employees to participate in an employee drug testing program as a condition of employment.

Privacy Policy:

The Child Support Specialist II shall comply with all requirements and provisions of Subpart d, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 522a) (i) (l).

Indian Preference Policy:

Preference in filing vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

Job description: Child Support Specialist II

Employee signature

Date