

Kickapoo Tribe in Kansas Position Description
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Position Title: Child Support Account Specialist

Reports to: Child Support Director

Status: Full-time (non-exempt) with benefits

Position Summary:

This position requires substantial accounting, computer, and analytical skills as well as attention to detail. The primary responsibility of this position is to build, update and verify child support obligations on the financial accounting database for several hundred support cases. The Account Specialist receives daily, weekly and bi-weekly child support payments from individual obligors, KTIK Departments, and employers outside the reservation, makes daily electronic deposits of all payments, and determines the appropriate distribution of payments within each individual child support case. Said disbursement must be made within 48 hours of receipt and in compliance with federal guidelines. In addition, the Account Specialist will calculate child support payment histories for each individual child support case, verifying and updating current, past due and judgment balances of those cases. The Account Specialist is also responsible to assist in the development of collection reporting mandated to be made in quarterly and annual reporting to the federal OCSE. Position requires independent contacts with various accounting and payroll offices, Tribal members, court officials, social services and child support agencies.

Case Management Duties:

- Daily receipt and deposit of child support payments from both individual obligors as well as employers.
- Preparation of daily distribution directions for each child support payment. Distribution must be completed within 48 hours from receipt of child support payments.
- Update and maintenance of financial data base daily.
- Daily financial report to Director reflecting all receipts, deposits and distributions.
- Review court orders and implement income withholding based on changes in cases.
- Preparation of income withholding orders which amends, originates or terminates support consistent with the next and newest pay cycles of the obligor's employment.
- Calculation of Child Support Worksheets consistent with the support guidelines using income schedules.

- Calculation of accurate and current child support payment histories on all cases using all child support orders to verify current, past due and judgment balances of those cases.
- Direct assistance and response to client inquiries regarding payment status and payment history.
- Preparation of legal pleadings and documents using established forms maintained in word processing system with the direction and assistance of the staff attorney and director. Proof reading and review of legal pleadings and documents prior to filing with the court.
- Assistance to the Child Support Specialists as appropriate and necessary.
- Various clerical duties including telephone receptionist, filing, copying and faxing of documents, and preparation of travel vouchers, office supply and equipment requisitions, etc.
- Travel in and out of state for training.
- Any other duties as assigned by the Child Support Director.

Qualifications:

- Bachelor's Degree in, accounting, computer science, or paralegal studies or related field,
- OR Two to three years experience in the field of accounting, or employment required advanced computer skills/knowledge, or a combination of education and experience that demonstrate the equivalent knowledge, skills and abilities;
- Prior employment or training in tribal, state, federal child support or other related program operated pursuant to tribal codes, federal guidelines, etc.
- Ability to comprehend and interpret a variety of regulations, guidelines, tribal codes, case records, court orders, etc.
- Ability to work and communicate directly with a wide variety of individuals including clients seeking the establishment of paternity and child support, non-custodial parents and obligors of support obligations, employers, child support agencies, and court personnel.
- Ability to work independently and responsibly distribute child support payments accurately between child support cases and within a case using federal guidelines.
- Ability to perform basic office duties using a variety of office machines including personal computer and standard software programs, fax machines, calculator, telephone systems.
- Must be able to maintain confidentiality.

Drug-Free Workplace:

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 incumbent shall comply with all requirements and provisions of subpart d, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 522a) (i) (1).

Indian Preference Policy:

Preference in filling 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 in the absence of qualified Indian Preference eligible.

I certify that I have read this job description, it has been explained to me and I understand my duties and responsibilities as stated herein.

(Initial I have read)_____

Employee Signature

Date

Revised 3/3/2010