

KICKAPOO TRIBE IN KANSAS POSITION DESCRIPTION
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TITLE: Child Support Specialist I

POSITION: Full Time (non-exempt) with Benefits

SUPERVISOR: Child Support Enforcement Director

Position Description:

Provides comprehensive child support services to children, custodial parent and non-custodial parent.

Essential Responsibilities:

- Analyzes cases to determine appropriate actions.
- Manages caseload.
- Initiates actions to establish paternity and/or child support orders under guidelines set by Tribe.
- Calculates child support obligations and debts.
- Locates parents and their assets using available information.
- Initiates appropriate collection actions.
- Negotiates repayment of child support debts.
- Records all actions taken, conversations held, documents received or requested in case files.
- Must be willing to travel and attend child support specific training.
- Must work effectively with other units of government.
- Performs other duties as assigned.

Qualifications:

- AA Degree and three years experience or equivalent combination of education and experience on a year for year basis in related fields.
- Must have experience and knowledge using word processing and spreadsheets.
- Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents.
- Ability to write speeches and articles for publication that conform to prescribed style format.
- Must be bondable.
- Must maintain strict CONFIDENTIALITY.
- Ability to remain calm in difficult situations and with intense clients; defuse tense situations and remain impartial.
- Ability to be culturally sensitive in a diverse society.
- Must have valid Kansas driver's license, a good driving record and be insurable to drive fleet vehicles.

- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations; and work with mathematical concepts such as probability and statistical inference and establish formulas.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Minimum standards of character: Must not have found guilty of, or entered a plea of nolo contendere or guilty to, an felonious offense or 2 or more misdemeanor offenses involving (under federal, state or tribal law; violations from other states will be interpreted according to the Kickapoo Tribe Penal Code.):
 - Crimes of violence
 - Sexual Assault
 - Molestation
 - Exploitation
 - Contact with or prostitution
 - Crimes against Persons
 - Offenses committed against children
 - Child Abuse Neglect
- Employment is contingent upon the satisfactory result of pre-employment drug testing.

Privacy Policy:

Employee must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USB, 552a) (i)(l).

Drug-Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference:

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:

Employee Signature

Date