

VACANCY

CLASSIFICATION: **Family Support Coordinator**

GENERAL SUMMARY:

At the discretion of the Chippewa County Prosecuting Attorney, the Family Support Coordinator provides assistance involving the management of child support matters, agreement with the State of Michigan pursuant to the Cooperative Reimbursement Program.

TYPICAL DUTIES: See attached job description

MINIMUM QUALIFICATIONS: See attached job description

PAY GRADE: Grade 7.

- Starts at \$15.6725/hour;
- After 90 days \$15.7919/hour;
- After 1 year \$16.1504/hour;
- After 2 years \$17.1062/hour;
- After 3 years \$17.5840/hour;
- After 4 years \$18.0618/hour;
- After 5 years \$18.5397/hour

Employees applying for this position should submit a letter of application and resume to:

Dennis McShane
Prosecuting Attorney
325 Court Street
Sault Ste. Marie, MI 49783

Posting Date: February 9, 2016



Position Code 2307

CHIPPEWA COUNTY, MICHIGAN POSITION DESCRIPTION

POSITION TITLE: FAMILY SUPPORT COORDINATOR

Department: Prosecutor's Office

Pay Grade: 7

Reports To: Prosecuting Attorney

Purpose of Position

At the discretion of the Chippewa County Prosecuting Attorney, the Family Support Coordinator provides assistance involving the management of child support matters, under agreement with the State of Michigan pursuant to the Cooperative Reimbursement Program.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Prepares and logs complaints concerning family support, ADC and paternity cases, contacting plaintiffs and defendants and interviewing parties pursuant to initiation of complaints, files pleadings with the court, schedules court hearings, and performs follow-up as required.

Conducts interviews and compiles information such as birth confinement expenses, marriage and court documents for support cases; sets support with defendants; sends summonses, orders and notices to defendants on support hearings.

Prepares and maintains files of all court orders concerning child support and paternity cases within the office.

Initiates and responds to Uniform Interstate Family Support Action cases for both AFDC and non AFDC clients.

Prepares complaints, tabulates arrearage and maintains file of out-of-state child support actions; monitors dispositions of all out-of-state child support actions.

Receives, prepares and maintains file of incoming ADC support actions.

Prepares and monitors proof-of-employment-sought forms for ongoing child support cases within the office.

Schedules and attends show-cause hearings and paternity arraignments and prepares paternity acknowledgment forms; schedules, attends and monitors blood tests and coordinates analysis with hospital; performs buccal swabs within the office; receives and records test payments from defendants.

Prepares a variety of related reports for administrative use or those required by the courts or various outside agencies.

Prepares case files relative to child support matters referred to the Prosecutor's office under the IV-D program.

May assist walk-in visitors and answer the telephone, providing information on department services and procedures or directing visitors to the appropriate person or office for assistance.

Attends conferences, meetings and training seminars to remain current on methods of child support enforcement and legislative changes.

Performs various other related duties, such as preparing monthly disposition records, divorce appearance files, and monthly "Procedural Manual." Transfers daily legal documents and correspondence to appropriate county agency and attorney offices.

Performs other related duties as assigned.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

Possession of an Associate's Degree in sociology, psychology or closely related field, with course work in interviewing techniques and communication skills, or the equivalent; minimum of three years experience with child support or other domestic relations activities, or the equivalent.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a variety of automated office machines including typewriter, calculator, copier, computer, telephone system, fax machine, etc.; ability to coordinate hands and eyes in using automated office equipment; ability to operate a computer utilizing word processing, spreadsheet, database, Internet, and other software applications.

Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; tasks require visual perception and discrimination; tasks may involve extended periods of time at a keyboard or workstation.

Mathematical Ability

Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Language Ability and Interpersonal Communication

Ability to comprehend and correctly use a variety of informational documents including laboratory reports, transcripts, police reports, billing invoices, Court documents, and other reports and records.

Ability to comprehend a variety of reference books and manuals including Michigan Bar Journal, law books, Bench Guide, Law Enforcement Directory, warrant manual, and others.

Ability to prepare warrants, motions, subpoenas, other legal/Court documents, vouchers, calendars, statistical reports, petitions, memorandum, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

Ability to make independent judgments in the absence of management, use common sense, and utilize the principles

of rational systems in the performance of tasks.

Ability to learn and understand legal terminology, language, principles, and techniques; ability to expound on knowledge of topics related to primary occupation.

Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner.

Ability to obtain proper and correct knowledge on various issues and be knowledgeable of resources available; ability to prioritize and manage pressures of multiple demands; must possess skills in problem identification and personal interaction.

Ability to advise and interpret on the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

Ability to communicate effectively with victims, supervisors, Judges, Court personnel, attorneys and their staff, law enforcement personnel, other County and State personnel, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using correct English.

Environmental Adaptability

Ability to work effectively in an office environment.

Essential functions are regularly performed without exposure to adverse environmental conditions.

Fair Labor Standards Act Status

This position is not exempt from the overtime provisions of the Fair Labor Standards Act.

Chippewa County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.