

# Scott County Government

## Position Description Form

**Position:** Job Title: Child Support Supervisor  
Department Name: County Attorney's Office  
Supervisor Title: County Attorney

### Position Summary

Complete daily, monthly, and yearly tasks related to administration of the Child Support Office. Leads and provides direction to the receptionist and caseworkers and ensures that the staff comply with all state and federal guidelines.

## **Duties and Responsibilities**

### **Essential Duties:**

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recruits and interviews potential staff members and makes recommendations for the appointment and termination of staff.
- Approves leave for staff and arranges appropriate work load delegation as required.
- Conducts monthly staff meetings to go over performance numbers to align with state recommendations.
- Responds to inquiries and complaints in relation to the Child Support Unit and responds to inquiries from the Ombudsman Child Support Unit.
- Processes applications for child support, evaluates status of applications, and enters data into the system as necessary and assigns case workers.
- Serves as a liaison between caseworkers, attorneys, and other County departments and representatives of other agencies.
- Provides input about budget and goal setting processes.
- Ensures that state and federal requirements are met which include training, security training, casework preparation of files and use of state computer system.
- Assists in caseworker fundamental understanding of casework and assist in judicial preparation.
- Works with private attorneys on agreements per state requirements of child support.
- Meets with judicial staff and judges on court requirements.
- Works with commonwealth attorney on criminal cases for preparation before court and witness in court.
- Takes payments for child support and supporting documentation.
- Maintains and reconciles the monthly statements on the IV-D bank account.
- Prepares court documents, which include complaints, motions and orders, calculation of amount of child support, calculation of amount of arrearage owed etc.
- Conducts monthly MIP reports and gathers all information pertaining to it such as payroll and monthly expenses information and then submits reports into MIP portal.
- Prepares files per state requirements in content and scan documents into state system.

### **Secondary Duties:**

- Prepares for annual State Audit by gathering all requested information and meets with auditor.
- Prepares for annual Regional Office Desk Audit by gathering all requested information (I-9 forms, security training certificates, office inventory, etc.) and meets with auditor.
- Performs other duties as assigned or required.

## **Position Dimensions**

Please do not indicate personal qualifications but rather the job requirements.

***Education and Experience:*** The minimum amount of education and experience required. Specify the field of study or area of training, specific skills, and areas of experience.

Bachelor's degree in social work or related field and three years of experience in a closely related field or an equivalent combination of education and experience to meet the minimum requirements.

***Supervisory Responsibility:*** List the number of people you supervise and titles, if any.

- Manages receptionist and caseworkers.

***Technology:*** Describe how computers, software or other technological equipment is used to complete tasks electronically.

- Operates office equipment including computers with specific software/website usage, printers, phone, etc.

## Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

*Mark the work conditions that are present on the job.*

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

## Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.