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<b>TITLE:</b>	<b>Legal Caseworker</b>	<b>JOB CODE:</b>	1325
<b>PREPARED:</b>	6/19/2013	<b>FLSA:</b>	Non-Exempt
<b>UPDATED:</b>		<b>REVISION #:</b>	

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**Summary:** Under general supervision, provides a wide range of complex legal secretarial staff support to the County's Office of the District Attorney, Child Support Division. Work responsibilities may extend to providing staff support to other legal entities.

**Distinguishing Characteristics:** This designation is distinguished from the Child Support Caseworker by a greater degree of operational freedom and a broader range of duties in the legal arena. This designation is distinguished from the Legal Secretary by a greater degree of operational freedom and by the performance of some preliminary tasks normally performed by Deputy District Attorneys.

**Essential Job Functions:** *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Prepares a variety of legal documents, including but not limited to Court Master Findings and Recommendations for Support, Motions to Vacate Hearings, Stipulations, Change of Venue, Setting Questionnaires, Motions for Order to Show Cause, Order after Hearings, Notices of Entry of Orders, Petitions, Registration Statements, plus other related legal documents.
- Coordinates legal activities with judicial and penal systems, Deputies, and other interested parties; calendars all hearing notices, prepares all court documents, enters case notes in the case management system, and prepares cases for hearings.
- Serves as the Court Clerk by recording Court Master proceedings and preparing court orders; submits court orders for Judge's signature and filing for the appropriate court; provides support to Deputy District Attorney during hearings as necessary.
- Determines proper legal action in accordance with office policies and procedures including initiation of contempt or modification proceedings/reviews; conducts three-year reviews; reviews cases, assists and prioritizes staff attorney's court case and appearances, appointments; reviews court cases for compliance with court rules and court settings; documents all procedures and events in case management program.
- Attends court hearings such as monthly Court Master hearings, Order to Show Cause hearings, **appeal hearings in District Court**, and documents case file appropriately; occasionally represents the State at court hearings by appearing as a witness in child support cases; prepares and presents case histories and recommendations for legal action in a judicial forum, to include but not be limited to District Court and Justice Court, on behalf of plaintiffs requesting child support, establishes a legal obligation and, when appropriate, adjudicates arrears and/or paternity to obtain fair and equitable child support orders.
- Assists in gathering and processing confidential information for use in Court by way of interview, basic interrogation, observation, and document review.
- Calculates child support obligation and arrearage; determines absent parent's indebtedness to the state program and custodial parents by researching case records and related date; computes interest.
- Develops, maintains, and updates confidential case files while protecting the interests and rights of program clients.

- Corresponds in person, by telephone or in writing with clients, out-of-state agencies, attorneys and employers to obtain and disseminate information; makes referrals to other agencies as requested; serves as a liaison with other government agencies and other district attorney offices regarding child support programs.
- Confers with Deputy District Attorney on legal documents and proceedings; drafts case summaries for the attorneys to assist the court in establishing child support, determining arrearages, ordering appropriate repayment to the State or custodial party, and enforcing or modifying current child support orders; testifies in court regarding cases as necessary.
- Locates absent parents through various state and federal records, employment inquiries or other methods.
- Ensures the collection and disbursement of child support payments; balances receipts and payments; enters direct payments in the state system for credit to the non-custodial parent; performs audits and balances accounts.
- Provides technical assistance to less experienced caseworkers by answering questions regarding procedures or policies; assists in training of office procedures when requested.
- Assists in the development of forms, worksheets and record keeping systems for the collection, dissemination and maintenance of appropriate information.
- Assists in maintaining child support website.
- Cross-trains for each staff support position within the Office of the District Attorney.
- Confers with legal counsel regarding the application of laws, codes, and regulations as they pertain to the establishment and enforcement of child support obligations.

## **MINIMUM QUALIFICATIONS**

### **Required Knowledge and Skills:**

- Knowledge of modern office practices and procedures of a legal office.
- Knowledge of legal terminology, documents and forms.
- Knowledge of the justice system and legal processes.
- Knowledge of filing procedures with all levels of the court system.
- Knowledge of the laws and rules of ethics regarding confidentiality and information security.
- Knowledge of business English, grammar, spelling and punctuation.
- Knowledge of the principles and practices of bookkeeping and record keeping.
- Skill in performing research.
- Skill in interpreting laws and regulations, with special emphasis on child support.
- Skill in working under pressure within strict timelines.
- Skill in written and oral communications.
- Skill in operating a personal computer and software applications.
- Skill in establishing and maintaining effective working relationships with Attorney staff, law enforcement and court personnel, clients, outside attorneys and the general public.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in communicating effectively with distraught and/or emotional members of the public.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and as a team member.

### **Education, Experience, Certifications and Licenses:**

- High School diploma or equivalent GED certificate.

- Six years of experience as Caseworker and/or support staff in legal office environment.
- Notary Public.
- Valid State of Nevada Driver's license.

**Environmental Factors and conditions/Physical Requirements:**

- Work is performed in an office and courtroom environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 25 pounds.
- Periodic contact with angry and/or upset individuals.

**Equipment and Tools Utilized:**

- Special Equipment includes computerized and conventional office equipment, calculator, video and audio equipment and a motorized vehicle.