

CLASS TITLE: CHILD SUPPORT ENFORCEMENT AGENT I

Class Code: 02822000

Pay Grade: 20A

EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for implementation of the child support program including adjudication of paternity, absent parent location, enforcement of child support court orders, and/or interstate case processing; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of the child support enforcement supervisor from whom specific instructions are received and who evaluates the work through the review of cases, reports, conferences and field visits.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for implementation of the child support program including adjudication of paternity, absent parent location, enforcement of child support court orders, and/or interstate case processing.

To establish through personal interview the eligibility of clients for child support services.

To review and investigate information received to determine if child support orders can be obtained.

To review and assess assigned cases.

To obtain the necessary legal documents to initiate court action.

To locate absent parents by utilization of all local, state, and federal resources.

To enforce legally established orders through the legal mechanisms of contempt hearings through Rhode Island Family Court, wage withholding, federal and state offset, and interstate court processing.

To monitor, assist in establishing orders, and assist in the processing of modification where applicable.

To gather evidence and give testimony at administrative and Family Court hearings.

To investigate and correct under legal direction incorrect court orders which requires basic math skills.

To appear as a witness at court hearings when necessary.

To explain policies and regulations regarding child support to interested parties.

To make special reports concerning Rhode Island Family Court requests with recommendations of action considered to be appropriate.

To ascertain facts needed by the Rhode Island Child Support Program by personal contact and observation and the examination of records.

To form working relationships with all agencies and individuals involved in the child support program.

To provide representation, services and information to custodial and non-custodial parents regarding child support actions and procedures as they apply to State and Uniform Interstate Family Support Act law (UIFSA).

To be responsible for final determination of eligibility for Temporary Aide To Needy Families (TANF) under the factor of absence via written correspondence, IV-A/CSE interaction and personal contact with clients.

To assist the client with completion of paternity affidavits.

To secure the necessary legal documents required to initiate legal action through various sources.

To act as liaison with all other states and countries that have reciprocity with the State of Rhode Island.

To accept and respond to requests (from states, jurisdictions, tribunals thereof or individuals who apply for services furnished by the State Agency) for assistance in or establishment or enforcement of support orders including requests for location, establishment of paternity and initiate proceedings top establishment of paternity and initiate proceedings to establish and collect child support.

To enforce established court orders through administrative actions (i.e. Written Payment Agreement) including but not limited to liens on property, revocation of drivers license, revocation of professional

license, seizure of lottery winnings, insurance settlements, personal injury claims, civil awards, bank accounts and personal and real property.

To review and compile evidence and give testimony at administrative, civil and criminal court hearings.

To review and amend under legal direction incorrect court orders which require knowledge of Family Court procedures and accounting skills relative to child support orders.

To perform and prepare comprehensive case audits for filing of instate and interstate child support cases by evaluating payment records/court orders from other state agencies, for the agency and individuals involved in cases.

To prepare complex audits of cases for referral to the RI Attorney General's Office, and the US Attorney's for possible extradition of the non-custodial parent to face charges regarding delinquent child support cases.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A familiarity with federal and state laws, rules, and regulations regarding a statewide comprehensive child support program and the ability to apply such knowledge in adjudication of paternity, obtaining, monitoring and enforcing child support orders for all eligible clients; the ability to ascertain facts by personal contact, interviews, observation and the examination of records; the ability to prepare clear and concise reports; the ability to establish and maintain effective working relationships with superiors, peers, subordinates and the public; the ability to achieve and maintain performance standards; the ability to make technical administrative decisions involving revocation of licenses, both personal and professional, as well as seizure of both personal and real property as it applies to Rhode Island and Federal law; The ability to act in an administrative capacity representing the agency in various hearings such as license revocation, written payment agreements, tax interception, etc; must have familiarity with bookkeeping skills; the ability to prioritize and organize cases; familiarity with family court procedures as they apply to child support enforcement; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree from an accredited institution of higher learning in Law Enforcement, Criminal Justice, Sociology, Psychology or Social Work, or a closely related field; or

Experience: Such as may have been gained through: possession of and Associate's Degree in one of the identified areas and two years of experience conducting fact-finding interviews.

Class Revised: December 19, 1999

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