

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DHR1518420

DATE POSTED: 01/27/14

POSITION NO: 240318

CLOSING DATE: 02/07/14

POSITION TITLE: CHILD SUPPORT ENFORCEMENT OFFICER

DEPARTMENT NAME / WORKSITE: Department of Child Support Enforcement / Crownpoint, NM

WORK DAYS: Mon. - Fri. REGULAR FULL TIME:  GRADE/STEP: Y60A

WORK HOURS: 8 AM - 5 PM PART TIME:  NO. OF HRS./WK.: 40 \$ 27,768.00 PER ANNUM

SEASONAL:  Duration: \$ 13.35 PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Interview applicants for child support enforcement services; Assist clients in completing application for services and reviews forms and data presented by client. Explain procedures and fee schedule to a client. Review cases and considers next appropriate action on case; skip traces and investigates information in the locations of individuals for purposes of child support enforcement and collections; location and interviews absent parents to determine their ability to support their minor children. Draft and finalizes Notices to be served upon the absent parent; Drafts and finalizes administrative default orders and other legal documents and submits to the Hearing Officer for approval. Schedules clients for Genetic Testing, presents case for hearing during Administrative Hearings and also may be required to testify in court on matters relating to Child Support Enforcement. Maintains responsibility for accuracy and documentation of information obtained from investigation of child support activities. Prepares legal documents for preparation and present to hearing offices; prepares and submits monthly reports; and performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

A high school diploma or GED; and three (3) years on the field of investigating claims, collection of debts or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. **PREFERRED:** AA Degree in Human Services or Social Science or Legal Assistant Certificate, or three (3) years Case Management experience and two (2) years of legal assistant experience.

***(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Case Management Skills, Microsoft Office, Legal Assistant Training, Federal, State and Tribal Regulations / laws on Child Support. Time Management, IRS Compliance and Safeguarding of Confidential Information.

**Special Requirements:**

Valid Drivers License and must be able to obtain Navajo Nation Tribal Vehicle Permit.

A favorable background investigation is required prior to date of hire.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

Revised: 9/19/13