THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR15110913**	DATE POSTED:	**10/19/15**
POSITION NO:	**947586**	CLOSING DATE:	**10/30/15**
POSITION TITLE:	**Child Support Enforcement Officer**		
DEPARTMENT NAME / WORKSITE:	**DHR/Department of Child Support Enforcement, Crownpoint, NM**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB60A
WORK HOURS:	8 AM - 5 PM	PART TIME:	☐	NO. OF HRS./WK.:	$ 28,600.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.75	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Interview applicants for child support enforcement services; Assists clients in completing application to services and reviews forms and data presented by client. Explain a 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 Office for Approval. Schedules clients for Genetic Testing presents case for 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)

Minimum Qualifications:

- A high school or GED; and three (3) years of experience in investigating claims, collections of debts or related work.

Preferred Qualifications:

- College credits in Human Services, Social Science or related field.
- Legal Assistant training or certification.
- Case management or related training.
- Proficiency in Microsoft Office software or other computer applications.

Special Requirements:

- Possess a valid state driver's license.

Physical Requirements: Ability to lift and carry boxes of Xerox paper (20#), case files, pleading and forms. Shred at least 2 or 4 days per month (weight content varies) moving of equipment as needed (usually takes two (2) times per year. Able to drive at least 2o to 3 times per month.

(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:

Knowledge of: basic case management skills, interviewing techniques and recordkeeping; collection processes; Navajo Law; public relations/customer service principles; Federal, State and Navajo Nation Regulations, policies and procedures. **Skills in:** understanding and following oral/written, instruction/directions; utilized computer databases to research, maintain and update records and files; establishing/cooperative working relationship with resources in the course of work at all times maintain professionalism. **Abilities:** Able to understand and communicate in the Navajo Language.

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