

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

Requisition No: DHR1518045  
POSITION NO: 947124  
CLASS CODE: 2170

Date Posted: 07/29/13  
Closing Date: 08/09/13

POSITION TITLE: CHILD SUPPORT ENFORCEMENT OFFICER

DEPARTMENT NAME: Department of Child Support Enforcement

DEPARTMENT NO: 151 WORKSITE LOCATION: Tuba City AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R60A

Days: Monday - Friday Permanent:  SALARY:

Hours: 8:00 am - 5:00 pm Temporary:  Duration: \$ \$26,956.80 Per Annum

Part-Time:  No. of Hrs/Wk: 40 \$ \$12.96 Per Hour

**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 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 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 and Training:**

Graduation from high school or GED; and

**PREFERRED:** Supplemented by college courses

**Experience:**

Three (3) years of experience in investigating insurance claims, civil or criminal offenses, collections of debts or welfare worker or closely related field or equivalent combination of training and experience to perform the described duties.

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

**Special Knowledge, Skills and Abilities:**

Knowledge of interviewing techniques and record keeping; knowledge of collection processes; knowledge in Navajo Law. Ability to interpret court orders and court decisions. Ability to communicate effectively, ability to analyze data and draw sound conclusions; ability to maintain effective working relationship with public and subordinates; ability to compute basic math.

**License/Certification Requirements:**

**PREFERRED:** Valid Drivers License and must be able to obtain Navajo Nation Tribal Vehicle Permit

**VETERANS' PREFERENCE APPLIES**

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

**Revised: 1-15-99**