



# Child Support Specialist I

Explore. Thrive. Belong.

*Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.*

## WHAT WE ARE LOOKING FOR

The purpose of this position is to provide services to establish paternity, establish, enforce, and modify child support orders and perform case management and financial tasks for Jefferson County Child Support Agency.

## SOME ESSENTIAL RESPONSIBILITIES

- Manages child support, paternity and/or financial caseload using a variety of complex computer systems to ensure compliance with state and federal regulations and timelines.
- Provides customer service to all case parties and prepares required correspondence or documents for compliance with court order, state and federal regulations.
- Identifies, researches and works through the legal process to prepare correspondence and legal documents such as stipulations, orders, motions, affidavits, subpoenas, summons, petitions, warrants, income withholding and other legal documents required to establish, enforce, or modify child support.
- Performs interviews to calculate and determine support levels and health insurance coverage, mediates negotiations to modify child support orders, establishes paternity and calculates financial adjustments and payments on arrears.

## Requirements:

- High school diploma or equivalent required with two years related experience and/or training; or associate's degree and one year experience; or an equivalent combination of education and experience.
- Notary Public.
- Comply with IRS Publication 1075-fingerprint background investigation.

## Preferred Requirements:

- Bachelor's degree from a college or university
- Bilingual in English and Spanish preferred

### **Wage & Benefits**

The starting hourly wage range is \$23.76 - \$25.13 per hour depending on qualifications.

Full range extends to \$31.27/hour.

### **Benefit Highlights**

- \*Paid vacation\* Health insurance\* Health insurance Opt Out Plan \* Dental & Vision insurance\*
- \* Life insurance\* Wisconsin Retirement System\* Health Savings Account \* Deferred Compensation Program\*
- \*Group Life insurance \*

### **Employees at Jefferson County Value**

- \*Competitive Pay\* Excellent Benefits\* Great Coworkers\* Flexibility\* Advancement & Opportunity\* Family Feel\*

**HOW TO APPLY:** For a full job description and link to apply online, please visit the County's web site at

[www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov)

*Jefferson County is an Equal Opportunity Employer*