



Lead Child Support Specialist

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 assist the Child Support Agency (CSA) Director with supervisory functions and perform duties of establishing, modifying, and enforcing child support orders and health insurance within State and Federal timelines and guidelines.

SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- Ensures program performance is met by reviewing and providing department staff with policy and procedure information and monitors child support case compliance using a variety of complex computer systems.
- Plans, assigns, develops and implements new work procedures, responsibilities, and services. Develops formats for legal forms associated with various actions for child support cases.
- Assists CSA Director with employment decisions, including hiring and performance improvement solutions. Trains new staff and updates training materials. Assigns work to other CSA staff as needed. Provides backup to the CSA Director in his/her absence and/or as needed.
- Reviews monthly expense reports submitted for State and Federal program funding. Compares the report with County ledger and budget to ensure accuracy. Completes purchase orders, invoices and manages PCard activities for the department. Assists with the budget process.
- Takes measures to remain up to date on current department rules, State statutes and regulations, and local court rules. Attends related conferences, seminars, online training, and meetings as required.
- Manages child support caseload for compliance with state and federal regulation and timelines and automated notifications. Schedules appointments, hearings, and depositions.

Requirements:

- High school diploma or equivalent required with four years related experience and/or training; or bachelor's degree; or an equivalent combination of education and experience.
- Notary Public.
- LabCorp Certification, Paternity Testing within 6 months of hire.
- Comply with IRS Publication 1075-fingerprint background investigation.

Preferred Requirements:

- Five years' related experience and/or training; or a bachelor's degree from a college or university and one year of experience; or an equivalent combination of education and experience.



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Wage & Benefits

The starting hourly wage range is \$30.37 - \$32.15 per hour depending on qualifications.
Full range extends to \$ 40.89/hr.

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 Culture

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

Jefferson County is an Equal Opportunity Employer