

*Job Post Part-time Child Support Case Manager assigned to Child Support Division for District Attorney's Office, 22nd JDC,  
Covington Office*

### **Child Support Part-time Child Support Case Manager Job Responsibilities:**

Assisting court team and intake team with support duties which insure proper flow of new cases and/or new court actions to successful completion in 22<sup>nd</sup> Judicial District Court child support court proceedings.

### **Child Support Part-time Case Manager Job Duties:**

- Prepares a variety of legal documents and submits to clerk of court for filing
- Prepares all documents necessary to reset cases for new court dates
- Clears and/or creates new cases following receipt of paper and/or electronic applications; processes new cases by obtaining all necessary supporting documentation and locate information for the other parent and scanning all documents to OnBase and recording all actions in LASES via case log entries
- Updates working dockets and monitors and ensures the timeliness of all service of process related to cases on those dockets
- Communicates with other states regarding information/documentation needed for court proceedings/intake functions related to those cases
- Represents Assistant District Attorney by communicating and obtaining information; following-up on delegated assignments; knowing when to act and when to refer matters to attorney
- Maintains case and victim confidence by keeping victim/law enforcement/attorney information confidential
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments

### **Child Support Case Manager Skills and Qualifications:**

Documentation skills, including data input and retrieval mechanisms, telephone Skills, Office Experience - General, PC Proficiency, Word, Excel and/or WordPerfect proficiency, Verbal Communication, Internal Communications, Dependability, Professionalism, Interpersonal Skills; Knowledge of civil processes, filing and legal terminology; English usage, grammar and spelling; good handwriting for service returns; good public relations techniques;

### **Ability to:**

- Understand written and oral instructions
- Maintain accurate records and files
- Read, interpret and apply policies, procedures and regulations
- Operate a computer
- Communicate effectively both verbally and in writing
- Maintain confidentiality

- Establish rapport and maintain effective working relationships with coworkers, courts, attorneys, other agencies, and the public
- Be flexible and supportive of change
- Ability to prioritize multiple assignments having conflicting deadlines

**Minimum Qualifications:**

One (1) year of experience working in an office setting.

**Salary Range**

Starting salary commensurate with experience --with parish benefits, paid health for employee, parish retirement benefits.