

County of Leelanau
Job Description

FAMILY SUPPORT COORDINATOR

Supervised By: Prosecuting Attorney
FLSA Status: Non-Exempt

General Summary:

Under the supervision of the Leelanau County Prosecuting Attorney, the Family Support Coordinator provides assistance involving the management of child support matters, under agreement with the State of Michigan, pursuant to the Cooperative Reimbursement Program.

Essential Duties and Responsibilities:

An employee in this position may be called upon to perform any or all of the following essential functions. These examples **do not** include all of the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

- Verifies information referred from the Office of Child Support for establishment of paternity and child support orders using the Michigan Child Support Enforcement System (MiCSES) and other data sources.
- Researches employment and address information.
- Compiles relevant legal documentation including birth, marriage and divorce records, and prior custody or support actions.
- Interviews parties and prepares complaint to establish paternity and /or child support.
- Electronically files documents with the court.
- Coordinates service of process of legal documents.
- Prepares, maintains and retains files for cases referred through the CRP to the prosecuting attorney.
- Initiates, responds to and monitors the disposition of Uniform Interstate Family Support Action cases.
- Schedules and attends hearings as required.

- Performs buccal swab DNA sampling as required to establish paternity.
- Ensures workflow is meeting or exceeding all CRP performance requirements.
- Maintains security and confidentiality standards of the CRP.
- Prepares administrative reports.
- Assists customers in person and on the phone regarding procedures for establishing paternity and child support. Provide referrals to other agencies when appropriate.
- Attends conferences, meetings and training seminars to remain current on policy, procedure, best practices and legislative changes.
- Performs other related duties as assigned.

Employment Qualifications:

Education: Possession of a high school diploma or the equivalent.

Experience: Experience with child support or other domestic relations activities, or the equivalent, will be considered.

Other combinations of education and experience which demonstrate the necessary knowledge, skills and abilities to perform the job may be considered.

A criminal background check and fingerprinting are required prior to employment.