

May 31, 2018

NOTICE OF JOB OPENING

POSITION: Child Support Enforcement Officer

Class: 11

Salary: \$ Based Upon Wage Classification Schedule

Closing Date for all Applicants:

Thursday, June 14, 2018

This position is responsible for performing a variety of duties involved in establishing and enforcing child support obligations, locating absent parents and establishing paternity. Will be required to appear and present child cases to the Child Support Hearing Master under the direction of the District Attorney and Child Support Supervisor. Additional duties include but are not limited to, answering phones, assisting walk-ins, typing, filing, preparing child support complaints, summons, orders, delinquency notices, etc.

QUALIFICATIONS

1. Must be at least 18 years of age.
2. High School diploma/GED; AND two (2) years of office support experience; OR an equivalent combination of education, training and experience.
3. Must possess and maintain a Nevada Driver's License.
4. Possess and be able to successfully demonstrate knowledge and skills as outlined in the Child Support Caseworker job description, available at the District Attorney's Office, including but not limited to comprehension of legal office terminology, processes, procedures and the format for legal documents, use of specified computer applications involving word processing, data entry and/or standard report generation, business arithmetic, and the ability to deal successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Applications and complete job descriptions are available at the MINERAL COUNTY DISTRICT ATTORNEY'S OFFICE, 166 E Street Hawthorne, NV 89415, (775) 945-3636, Monday through Thursday between the hours of 8:00am & 5:00pm.

All applicants for this position will be subject to and must be able to pass a complete background investigation

Mineral County is An Equal Opportunity Employer

Accommodations for disabled applicants can be arranged by calling the Office of the Recorder-Auditor (775)945-3676

Mineral County is a Drug & Alcohol Free Workplace