CLASS CONCEPT: The Child Support Attorney represents the Child Support Enforcement Agency (i.e., CSEA) in assigned court hearings: prepares cases for assigned dockets (e.g., reviews court case file, prior attorneys' & caseworkers' notes, applicable case law, revised code, administrative code).

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<th>RANK</th>
<th>JOB DUTIES</th>
<th>MAJOR WORKER CHARACTERISTICS</th>
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<td>Represents the Child Support Enforcement Agency (i.e., CSEA) in assigned court hearings: prepares cases for assigned dockets (e.g., reviews court case file, prior attorneys' &amp; caseworkers' notes, applicable case law, revised code, administrative code); reviews incoming enforcement establishments &amp; administrative referrals to determine appropriate legal actions (e.g., paternity &amp;/or support establishment, contempt &amp; imposition actions &amp; collections through temporary restraining orders &amp; lump sum orders); instructs support staff &amp; other agency personnel regarding information (e.g., pertinent information obtained such as addresses, phone numbers, employers, upcoming hearings, &amp; possible alternative revenue sources &amp; actions [e.g., reissuing of service, preparation of entries &amp; orders, &amp; updating caseloads. for judicial proceedings or administrative actions]); interprets cases &amp; other legal documents (e.g., reviews court orders that address, custody, child or spousal support or orders that request the CSEA to take some type of action, directs staff via e-mail, face-to-face communication, Support Enforcement Tracking System [i.e., SETS] &amp;/or electronic referral as to the legal meaning &amp; consequences of an administrative or court order &amp; how that order should be administered by the CSEA; prepares, reviews, &amp; signs legal documents (e.g., complaints for support, complaints for paternity, motions to show cause, motions to impose, &amp; motions for temporary restraining orders for filing with courts); researches &amp; analyzes specific &amp; general points of law concerning child support &amp; other related matters such as child custody laws, local rules of court, Probate law, &amp; Property law.</td>
<td>Knowledge of: 11b (human relations), 13 (office practices and procedures), 14 (government structure &amp; process – county child support hearings &amp; legal processes), 15 (counseling), 16 (interviewing), 21 (social sciences – social welfare issues), 23 (law-local, state and federal laws, rules and regulations pertaining to child care &amp; support); Skill in: 29 (equipment operation-personal computer), Ability to: 30h (apply principles to solve practical everyday problems), 30k (understand practical field of study-business administration), 30l (define problems, collect data, establish facts and draw valid conclusions), 30m (interpret extensive variety of technical material in books, journals and manuals), 30n (deal with some abstract but mostly concrete variables), 30o (understand somewhat abstract field of study e.g. law), 30q (understand most difficult classes of concept), 30r (deal with many variables &amp; determine specific action); 31b (read, copy &amp; record figures accurately), 32i (complete routine forms), 32j (maintain accurate records), 32m (interview job applicants effectively), 32o (prepare meaningful, concise and accurate reports), 32p (proofread technical materials, recognize errors and make corrections), 32q (use proper research methods in gathering data), 32r (prepare and deliver speeches before specialized audiences and general public),</td>
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Facilitates administrative tasks & customer contacts within the CSEA Legal Department: documents all child support case actions (e.g., referrals, case reviews, hearings results) & instructs support staff & other agency personnel regarding information (e.g., pertinent information obtained such as addresses, phone numbers, employers, upcoming hearings, recently issued orders, & possible alternative revenue sources & actions [e.g., reissuing of service, amending orders, referring additional cases, preparation of entries & orders, & updating caseloads]); updates agency computer systems (e.g., SETS, OnBase, &/or electronic databases & systems); responds to inquiries by phone, in-person or through email from CSEA customers & third parties (e.g., private attorneys, members of the judiciary & their staff, law enforcement personnel).

Maintains knowledge of programs & available services: attends, represents & advocates for CSEA at meetings as assigned by management, conferences (e.g., those organized through the Ohio Child Support Director's Association), workshops & training programs (e.g., those administered through the Montgomery County Department of Learning & Development at Madison Lakes, the State Office of Child Support &/or Job & Family Services), State & local hearings as assigned by management, community outreach activities as assigned by management (e.g., programs administered through legal aid); attends, participates on & leads multidisciplinary teams (e.g., customer & program arrears); designs & leads training &/or mentoring activities for co-workers (e.g., probate work, bankruptcy & foreclosure) & services workshops; assists in the development of CSEA policies & procedures (e.g., drafts &/or reviews said policies & procedures as assigned by management).

(Performs Related Duties As Required)

32s (write &/or edit articles for publication), 32u (develop complex reports and position papers), 32y (comprehend & discuss highly abstract materials), 33e (gather, collect & classify information about data, people or things), 34f (handle sensitive inquiries from & contracts with officials & general public).

Knowledge of: 11b, 13, 14, 15, 16, 21, 23; Skill in: 29, Ability to: 30h, 30k, 30l, 30m, 30n, 30o, 30q, 30r, 31b, 32i, 32j, 32o, 32p, 32q, 32r, 32s, 32u, 32y, 33e, 34f.

(*Developed After Employment)

UNUSUAL WORKING CONDITIONS:

Admission to the Ohio Bar per Section 4702.01 of the Ohio Revised Code

(Other Evidences May Be Substituted)