

**LEGAL ASSISTANT I  
CORPORATION COUNSEL - CHILD SUPPORT AGENCY**

**POSITION**

**DESCRIPTION**

**I. Position Summary**

This is a semi-skilled position in the clerical classification under the general supervision of the Child Support Administrator. Performs a variety of complex bookkeeping, clerical, and general office duties as required by law and of an exact nature in accordance with the prescribed practices and assignments.

**Essential Duties and Responsibilities**

1. Preparing materials for civil actions
2. Maintain office supplies
3. Responsible for processing monthly vouchers
4. Calendaring, scheduling and noticing appointments, genetic test collections and hearings
5. Maintain current and updated case files; tracking cases as needed
6. Monitors Clerk of Court records for timely payor payments and tickling for follow-up
7. Maintains daily, weekly and monthly collection reports
8. Entry of court orders and data processing information into the computer system pertinent to support and court costs payments
9. Handles all necessary duties associated with the receipt, distribution, allocation, account balances, worklists and fiscal tasks relating to support payments, financial or non-financial in the centralized receipt and disbursement system
10. Handle customer relations regarding any financial or non-financial aspect of the child support program
11. Maintain and compile various related accounts/reports/materials for the courts, financial division, federal and state audits and Child Support Administrator as required
12. Compose legal letters or correspondence as needed
13. Certify arrears of record as reflected in the Kids Computer System or whatever system the Agency or State is using
14. Reconcile percentage expressed orders and complete Affidavit of Arrears
15. Preparation, research and assisting in Court, if required
16. Back-up for maintaining a filing system and receptionist duties
17. Assists with clerical tasks for the office
18. Performs related functions as assigned

**II. Educational Requirements**

1. Computer experience required  
AND must meet one of the following:
2. Associate or Business Degree in accounting or administrative assistant and a minimum of (2) two years of related office experience, OR
3. High school diploma or its equivalent, including or supplemented by course work

with at least two semesters in accounting or administrative assistant and a minimum of (3) three years of related office and bookkeeping experience

### **III. Knowledge, Skills, Licensure and Experience Required**

1. Ability to understand and effectively carry out verbal and written instructions
2. Ability to develop and maintain effective working relationships with co-workers and with the general public
3. Ability to maintain confidentiality of records
4. Ability to stay calm in a stressful environment
5. Ability to work with a minimum of supervision once the on-the-job training is completed
6. Working knowledge of data processing systems
7. Knowledge of business procedures
8. Ability to perform a variety of clerical tasks
9. Ability to work with frequent interruptions
10. Ability to maintain confidentiality of all records and proceedings
11. Thorough knowledge of bookkeeping and accounting practices and principles
12. Ability to establish and maintain several related financial and statistical record keeping systems
13. Considerable knowledge of Wisconsin Statutes and court practices related to Child Support
14. Valid Wisconsin Driver's License
15. Expected to maintain automobile liability insurance
16. Must be bondable
17. Ability to operate general office equipment

### **IV. Physical Requirements**

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
2. Visual acuity
3. Able to hear normal conversation
4. Able to communicate orally in a clear manner
5. Good manual dexterity of hands and fingers
6. Able to lift/carry/push/pull at least 50 pounds

The position description is not to be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.