

**LEGAL SECRETARY
CORPORATION COUNSEL - CHILD SUPPORT OFFICE**

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, secretarial, 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. Report and complete Fixed Assets Reports
4. Responsible for processing monthly vouchers
5. Calendaring, scheduling and noticing appointments, genetic test collections and hearings
6. Maintain current and updated case files; tracking cases as needed
7. Monitors Clerk of Court records for timely payor payments and tickling for follow-up
8. Maintains daily, weekly and monthly collection reports
9. Taking and transcribing dictation and preparing general correspondence
10. Entry of court orders and data processing information into the computer system pertinent to support and court costs payments
11. 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
12. Handle customer relations regarding any financial or non-financial aspect of the child support program
13. Maintain and compile various related accounts/reports/materials for the courts, financial division, federal and state audits and Child Support Administrator as required
14. Compose and type legal letters or correspondence as needed
15. Certify arrears of record as reflected in the Kids Computer System or whatever system the Agency or State is using
16. Reconcile percentage expressed orders and complete Affidavit of Arrears
17. Preparation, research and assisting in Court, if required
18. Back-up to Legal Secretary
19. Back-up for maintaining a filing system and receptionist duties
20. Assists with clerical tasks for the office
21. 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 other secretarial science 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 other secretarial science 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 accurately type 45 words per minute
11. Ability to maintain confidentiality of all records and proceedings
12. Thorough knowledge of bookkeeping and accounting practices and principles
13. Ability to establish and maintain several related financial and statistical record keeping systems
14. Considerable knowledge of Wisconsin Statutes and court practices related to Child Support
15. Valid Wisconsin Driver's License
16. Expected to maintain automobile liability insurance
17. Must be bondable
18. Ability to operate the following materials and equipment:
 Motorized vehicle 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.