

**INGHAM COUNTY
JOB DESCRIPTION**

SUPPORT INVESTIGATOR

General Summary

Under the supervision of an Assistant Prosecuting Attorney, oversees the investigation, reporting, and follow-up of all cases referred to the Family Support Unit of the Prosecutor's Office. Conducts interviews, investigations and prepares legal paperwork for family support, paternity, and uniform reciprocal enforcement support agreement cases. Maintains required reports and records. Assigns and reviews work of support staff.

Essential Functions

1. Interviews ADC and non-ADC plaintiffs/petitioners and/or defendants/ respondents for the purpose of initiating and/or settling out-of-court cases relating to the Family Support Act, Paternity, or the Uniform Interstate Family Support Act.
2. Obtains financial and other wage and employment information from employers. Investigate financial status and income of custodial and non-custodial parties. Utilizes computer program or formula to calculate income and support levels. Calculates reimbursements owed. Negotiates settlements as appropriate.
3. Prepares and maintains files for court hearings on cases that fail to settle. Calculates reimbursement amounts, prepares court orders and verifies that Service of Process and Notice of Hearings was properly executed.
4. Inputs data into the computer system for weekly court dockets, status reviews, and updates. Prepares related legal documents.
5. Corresponds verbally and in writing with various inter-county and out-of-state offices regarding the cases including contacts with the Family Independence Agency, police agencies, legal aid, attorneys, labs and clients.
6. Maintains and prepares statistical information and reports and disseminates to appropriate staff.
7. Reviews new referrals and makes determination as to accuracy and completeness of referral documents. Ensures that additional correspondence or affidavits are completed and processed as necessary.
8. Attends court on Motion Day and assists the prosecuting attorney with preparation and filing of required legal documents.

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9. Assigns and reviews the work of support staff. Performs the work of the Support Clerk as necessary.
10. May be assigned responsibility to maintain and prepare the State Statistical Quarterly and Annual Report.
11. May be assigned responsibilities relating to the Child Support Enforcement Computer System. Runs daily back-up tapes and interacts with the technical support team to solve computer problems.

Other Functions

12. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: Two years of college coursework in social work, psychology, or the social sciences. Bachelor's Degree preferred.

Experience: Two years experience in a legal setting, a court or closely related area with some social agency experience desirable.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access office filing systems.

Ability to enter and retrieve information from computer systems.

Ability to access courtrooms and other public facilities.

Prolonged periods of sitting in front of a computer terminal.

Working Conditions:

Works in an office setting but is frequently confronted by angry clients.

