

December 2, 2021

NOTICE OF JOB OPENING

POSITION: Child Support Enforcement Officer

Class/Grade: 11

Hourly Rate: \$16.98 - \$17.79 (DOE)

This is full-time position with benefits as negotiated including health, dental, and vision insurance; leave accrual for sick and annual of 120 hrs per year; paid holidays; and employer paid enrollment in the Public Employees Retirement System.

Opening Date for All Applicants: June 25, 2024

Closing Date for All Applicants: Until Filled

JOB DUTIES

This position is responsible for performing a variety of duties involved in establishing and enforcing child support obligations, locating absent parents, and establishing paternity. Successful applicants will be required to appear and present 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 court filings, summons, orders, delinquency notices, etc.

QUALIFICATIONS

1. Must be at least 18 years of age.
2. High School Diploma or GED equivalent.
3. Strong computer skills preferably with Adobe, Word, and Excel.
4. The ability to comprehend legal office terminology, processes, procedures, and the format of legal documents.
5. Ability to work discreetly and confidentially with issues concerning personal and financial information.
6. Ability to maintain composure under difficult circumstances.
7. Must possess a positive working relationship with other County offices, employees, and the public.

Applications and a complete job description are available at the **Mineral County District Attorney's Office**, 166 "E" Street, Hawthorne, NV between 8:00 a.m. - 5:00 p.m., Monday through Thursday, or by calling (775) 945-3636 for more information. Applications are also available on the County's website mineralcountynv.us and click on the Employment Opportunities link.

Mineral County is an Equal Opportunity Employer.

Accommodations for disabled applicants can be arranged by calling the Office of the Comptroller (775) 945-0706.

Mineral County is a Drug and Alcohol-Free Workplace.

Applications must be submitted by 5:00pm on the closing date listed above at the Mineral County District Attorney's Office, 166 "E" Street, Hawthorne, NV between 8:00 a.m. - 5:00 p.m., Monday through Thursday.