

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406.675.2700
PERSONNEL OFFICE FAX: 406.675.2711
WEBSITE: csktribes.org
E-mail: shelley.grenier@cskt.org**

*****VACANCY ANNOUNCEMENT*****

TITLE: Tribal Child Support Enforcement Program (TCSEP)
Caseworker/Investigator

LOCATION: Department of Human Resource Development

SALARY: \$17.99 to \$20.83 per hour

CLOSING DATE: Monday, December 2nd, 2019 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six month probationary period.**

The Child Support Investigator is a technical position. Incumbent will serve on the "front-line" of the child support enforcement effort. Incumbent will be assigned a caseload and will be responsible for the specific investigative needs of each case. This may include: location of missing parent(s), their income and assets, establishment of legal parentage, establishment of child support orders, enforcement of child support orders, and reviewing and modification of child support orders. Incumbent will work with complex, regularly changing and often times ambiguous federal regulations, state statutes, case law and division policies. The Investigator will undertake various approaches and problem resolution procedures individual to each case.

DUTIES:

- Investigates and manages a large caseload containing extremely diverse and complex procedural and financial issues
- Receives, processes, and evaluates applications and accompanying documentation for support enforcement services from individuals, Department of Family Services, Office of Human Services and other State IV-D offices.
- Investigates, organizes, and evaluates information necessary to proceed with paternity actions, support establishment and enforcement, medical support, license suspension, liens, and other regulation and principals of common law.
- Maintain HIGH level of confidentiality and security concerning case and individual information.
- Independently initiates legal and administrative processes required to perform necessary casework depending on the specifics of each individual case.
- Responds to both written and verbal requests from the public, attorneys, support enforcement agencies, local and State officials about procedure, policies, and statutes regarding paternity establishment, support establishment, and enforcement, medical support, modification and the Montana Uniform Child Support guidelines.
- Identifies cases subject long-arm jurisdiction; initiates, issues and monitors legal actions taken in long-arm jurisdictional cases pursuant to each specific State's UIFSA and URESA statutes.
- Researches and enforces appropriate complex policies and procedures, many of which are based on state statutes and federal regulations which are constantly updated and/or changed.
- Conducts discovery by utilization of administrative subpoenas for the purpose of compelling the production of necessary information.
- Utilizes administrative contempt remedies to enforce administrative process.
- Researches and refers cases to CSED staff attorney for legal action when necessary.
- Locates and interviews witnesses to corroborate testimony and evidence used in administrative hearings.
- Assesses witness credibility and competency levels.
- Advises and prepares witnesses prior to administrative hearings on procedures, protocol, and conduct.
- Exercises judgment to conduct direct and cross examination of witnesses during administrative hearings.

- Informs obligor, obligee, attorneys, employers, and other agencies of applicable federal and state laws.
- Verifies location of individuals through extensive skip-trace activities to discover hidden sources of income and assets.
- Researches and prepares cases for administrative hearings and pre-hearings.
- Prepares and presents state's case and evidence and testifies as primary witness in contested administrative paternity, support establishment, enforcement, medical support, tax offset and license suspension hearings in accordance with federal and Montana statutes, regulations and principles of common law.
- Researches and identifies defenses to be used at administrative hearings.
- Acts as an expert witness in court hearings involving child support actions and provides appropriate court testimony as required during judicial reviews.
- Independently mediates disputes involving laws and regulations and suggests affirmative and creative solutions to disputes, within the limits of complex federal and Montana statutes, regulations and the common law.
- Prepares and processes legal documents, under the direction of staff attorneys, which are necessary to implement the final outcome reached in mediation.
- Schedules and conducts assessments and pre-hearing settlement conferences with obligor and attorneys.
- Implements policies and procedures, and utilizes statutes, federal regulations, administrative rules and case law to gather the evidence necessary to support the state's position in administrative and judicial legal proceedings.

❖ **Request copy of position description for complete details.**

MINIMUM RECRUITING QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION):

- A Bachelor's degree in Accounting, Business Administration, Sociology, Criminal Justice, Political Science, or related fields OR 4 years of experience in working with the Public and low income individuals.
- Minimum of 3 years of experience in implementing federal regulations and program policy.
- 4 OR more years of computer operations.
- At least 2 years of data entry and accounting principles.
- Ability to communicate clearly, effectively, and persuasively; orally and in writing.
- Ability to maintain neutrality, personal integrity and professional demeanor when dealing with clients and debtors in situations in which the parties may be hostile, argumentative, contentious and uncooperative.
- Ability to establish and maintain good working relationships with supervisors, co-workers, and parties in contested cases while maintaining responsiveness, credibility, confidence, tact, cooperativeness, sensitivity, and confidentiality.
- Ability to propose creative solutions to difficult problems within limits set by complex statutes, regulations, policies and requirements.
- Ability to tract routine and complex business and financial transactions.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcript.
3. Copy of current valid driver's license and liability insurance coverage.
4. Proof of enrollment in a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted

SUBMIT ALL OF THE ABOVE TO: Cynthia Matt, Personnel Office, P.O. Box 278, Pablo MT 59855, Telephone 406-675-2700, Ext. 1043.

FOR MORE INFORMATION: Hank Conko Camel, Child Support Project Director @ 406.675.2700, ext.1284.

**TRIBAL CHILD SUPPORT ENFORCEMENT PROGRAM
(TCSEP) CASEWORKER/INVESTIGATOR
DEPARTMENT OF HUMAN RESOURCE DEVELOPMENT**

The successful applicant must possess a Bachelor's degree in Accounting, Business Administration, Sociology, Criminal Justice, Political Science, or related fields OR 4 years of experience in working with the Public and low income individuals. A minimum of 3 years of experience in implementing federal regulations and program policy. 4 OR more years of computer operations. At least 2 years of data entry and accounting principles. All applicants are required to submit a Tribal application, copy of relevant transcript, a copy of current valid driver's license, proof of enrollment from a federally recognized Tribe if other than CSKT and if claiming veteran's preference, a copy of the DD214 must be submitted to the Tribal Personnel Department. **This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.** To apply, contact Personnel at 406-675-2700 Ext. 1043/1259 for an application. Tribal applications are also available on-line at csktribes.org. The salary range is \$17.99 to \$20.83 per hour, plus benefits. Closing date will be Monday, December 2nd, 2019 at 5:30 p.m.

CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER

PLEASE PUBLISH IN VALLEY JOURNAL CLASSIFIED ADS:

1. **Wednesday, November 13th, 2019.**
2. **Wednesday, November 20th, 2019.**

**BILL TO: DEPARTMENT OF HUMAN RESOURCE DEVELOPMENT
COMMUNITY SUPPORT DIVISION
P. O. BOX 278
PABLO, MT. 59855**

**If you have any questions, feel free to contact Shelley Grenier (406) 675-2700 Ext. #1042
FAX: (406) 675-2711 or E-Mail: shelley.grenier@cskt.org**