



ANGELA C.
EVANS
FAYETTE COUNTY ATTORNEY

FAYETTE COUNTY ATTORNEY'S OFFICE

201 E. Main Street, Suite 600
Lexington, KY 40507

Job Title: Child Support Caseworker, Child Support Division

This position is primarily clerical and responsible for initiating, reviewing, and maintaining accurate paperwork on assigned child support cases that establish paternity and modify child support orders. Caseworkers have a high level of contact with the public on the phone and during Family Court motion hours and assist with the clerical duties of the office.

SKILLS & ABILITIES:

Must be a mentally and emotionally mature individual with initiative, and dedication to excellent customer service. Must have the ability to effectively maintain a high-volume caseload, work well with the public in a professional manner with respect, patience, and understanding. Strong interpersonal, customer service, and communication skills are required. The ideal candidate exhibits the ability to learn well from others, investigate issues to provide complete and accurate information to the public, and work with a medium level of supervision. Must be reliable, and able to work in a team environment that is dedicated to their mission and each other.

ESSENTIAL FUNCTIONS:

Conduct interviews with the individuals to obtain necessary information to provide full assistance to callers

Conduct thorough searches to determine appropriate actions for assigned cases

Update and maintain information on the child support system at a high level of accuracy

Refer matters for appropriate action to attorneys or other caseworkers in a timely manner

Attend court hearings to assist attorneys in court, including explaining the court process and specific matters with parents and/or guardians

Clearly communicate with co-workers, judges and judicial staff

Ability to lift 15 pounds and perform other duties as assigned



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MINIMUM REQUIREMENTS:

Proficient office and computer skills.

Regular attendance is mandatory.

EDUCATION:

High school diploma or its equivalent

Please submit resume and cover letter to:
Fayette County Attorney's Office
201 E. Main Street, 6th Floor
Lexington KY 40507
Eric.Elliott@ky.gov

Applications for this position will be accepted on an ongoing basis.