

**Alaska Court System
Class Specification**

CHILD SUPPORT ANALYST

Range: 16

EEO4: 6

SOC: 23-2011

Class Code: C4215

Definition:

The Child Support Analyst works directly with judicial officers to draft custody and visitation orders and calculate child support payments from responsible parents, and prepare and modify child custody, visitation, and support orders for cases filed in the superior court. The position also develops tools and makes recommendations for procedural changes in the processing of child custody, visitation, and support cases.

Distinguishing Characteristics:

The Child Support Analyst is a single position job class reporting to the Presiding Judge of the Third Judicial District. The incumbent independently reviews case files to: determine if appropriate custody and visitation orders have been issued; determine if information has been received from responsible parents; request necessary information from the parents and other sources; analyze income and financial data to calculate child support; and draft court orders for review by the superior court to establish custody and visitation schedules and modify child custody and visitation schedules and to establish child support obligations.

Examples of Duties:

Draft custody and visitation orders.

Confirm that necessary information has been received from responsible parents.

Verify information provided by responsible parents from other available information. Identify and evaluate all sources of income subject to the child support calculation.

Calculate child support payments in accord with state and federal statutes, court rules, and judicial orders.

Draft court orders to obtain additional income information, and to establish or modify child support obligations.

Recommend to Presiding Judge changes to court rules and procedures regarding child support calculations. Develop standardized forms.

Review and understand financial statements, tax returns and other sources of information necessary to calculate child support obligations and the parent's ability to pay.

Maintain statistics and prepare reports, correspondence, and other data as directed by Presiding Judge.

Knowledge, Skills, Abilities:

Knowledge of state statutes, regulations, policies, procedures, terminology, and court rules used to calculate child support obligations.

Attention to detail.

Facility with numbers.

Strong writing skills.

Ability to gather and analyze financial information, calculate child support obligations, and draft orders for judicial review.

Ability to comprehend, and interpret, laws, rules, and regulations and orders pertaining to child support obligations.

Ability to work independently and with minimal supervisory oversight.

Minimum Qualifications:

Four years of legal office clerical work experience. The required experience is met by service as a Deputy Clerk II, Deputy Clerk III, Legal Technician, or Administrative Assistant with the Alaska Court System or work in a public or private sector law office requiring the review and processing of legal documents.

OR

Four years of paraprofessional work experience in investigations, collections, paralegal work, payroll processing, accounting, or program eligibility determinations. The required experience is met by service as an Investigator, Revenue Auditor I, Paralegal Assistant II, Eligibility Technician II, Human Resource Technician, Human Resources Generalist, Accounting Technician, or Child Support Specialist with the State of Alaska or an equivalent position elsewhere.

OR

A paralegal certificate from an accredited post secondary institution and two years of legal office clerical work experience. The required experience is met by service as a Deputy Clerk II, Deputy Clerk III, Legal Technician, or Administrative Assistant with the Alaska Court System or work in a public or private sector law office requiring the review and processing of legal documents.

OR

Two years of work experience performing child support casework and/or collections as a Child Support Specialist I with the State of Alaska or an equivalent position elsewhere.

OR

A bachelor's degree from an accredited college in accounting, business administration, economics, statistics, public administration, or a closely related field.

Special Requirement:

Incumbents may be required to pass a background investigation and submit fingerprints to meet security requirements for access to state and national databases.

This position is in the partially exempt service. Incumbents serve "at-will" to the hiring authority.

12/09 – Established

06/12 – Title Change

02/14 – Revised, remove MQQ's

05/15 – EEO Change