

**CHILD ADVOCATE LEGAL ASSISTANT****Nature of Work**

Under general supervision, assists an attorney in the rendition of professional services in connection with the establishment and enforcement of paternity and support. Assists the attorney with research of legal resource material, including reported decisions and opinions, statutes, rules and regulations, with the preparation and drafting of pleadings or other documents, and with the review and assessment of case files by preparing summaries and reports of pertinent facts, and by compiling information as directed. Develops necessary information to implement methods of child support enforcement. Supports and assists in publicizing the Child Advocate program throughout communities to which assigned, and may assist in delivering services on an as-needed basis in more than one regional office. Performs related work as required.

**Examples of Work**

Completes applications, explains agency regulations as they relate to provision of services of the Child Advocate Office.

Locates obligors and employers of absent parents by all appropriate means available.

Investigates absent parent resources to determine ability to pay.

Reviews child support cases for the purpose of making referrals to state and federal tax agencies for interception of tax returns for the purpose of offsetting arrearages owed for child support.

Prepares and maintains proper documentation on cases.

Writes abstracts of evidence presented to the Family Law Master or Circuit Court hearings and summaries of information on hearings or claims.

May direct clerical personnel in the typing and preparation of briefs, pleadings, and other documents.

Maintains records of all cases before counsel including briefs submitted, rulings and opinions, and all cases appealed to the Supreme Court of Appeals.

Attends hearings before the Family Law Master, Circuit Court, or the Supreme Court of Appeals, with attorney, to assist as appropriate.

Keeps abreast of changes in agency or departmental laws, rules and regulations as well as state, federal and local laws relating to the area of assignment.

Reviews and assesses case files, under the guidance of an attorney, to assist in determining the legal remedies, if any, appropriate for that case and to assist in preparing the case for legal action.

**CHILD ADVOCATE LEGAL ASSISTANT (CONT'D)****Examples of Work (cont'd)**

Compiles such information as may be needed to develop the case, by inquiries and referrals to appropriate agency personnel, interviews, conferences with obligees, obligors, or others, review of public records, or development of other sources.

Prepares summaries and reports of pertinent facts and information.

Utilizes the public records of the Circuit Court, the county commission, and other sources.

Files legal documents at the direction of an attorney, including abstracts of judgments.

Composes routine correspondence.

**Knowledge, Skills and Abilities**

Knowledge of Child Support Enforcement Program guidelines and procedures and state and federal laws governing the program.

Knowledge of the broad principles and application of law, evidence, pleadings, and judicial procedures in West Virginia.

Skill in the preparation of legal documents.

Ability to complete required forms and documents needed to establish and enforce child support.

Ability to maintain financial records and other necessary documentation for resolution of nonsupport cases.

Ability to investigate social and financial background of clients and to locate absent parents.

Ability to perform fundamental mathematical calculations.

Ability to gather and interpret pertinent statutory and regulatory provisions and case law, and present findings in a logical and persuasive written form.

Ability to communicate well with others and to compile and assess information from many sources.

Ability to analyze and organize facts and present such materials in a clear and logical form.

Ability to supervise personnel engaged in clerical duties.

Ability to understand and follow government organizational and operational policies.

**Minimum Qualifications**

**TRAINING** Graduation from an accredited four-year college or university.

**SUBSTITUTION** Full-time or part-time equivalent experience in the following areas: (1) Experience in a legal setting which required performing legal research, reading and interpreting laws, preparing legal documents, and assisting in the preparation and assessment of case files, under the supervision of an

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CHILD ADVOCATE LEGAL ASSISTANT (CONT'D)

**Minimum Qualifications (cont'd)**

attorney, may substitute for the required training on a year-for-year basis, or (2) debt collections, credit investigations, criminal investigations, law enforcement, or an Economic Service Worker, may substitute for the required training on a year-for-year basis, or (3) completion of an approved Paralegal Assistant program may substitute for two years of the required training, or (4) any combination thereof.

SPECIAL REQUIREMENT Availability of a car for continuous use may be a requisite of employment.

Established: 8/20/92

Effective: 9/15/92