



CENTRAL COUNCIL
Tlingit and Haida Indian Tribes of Alaska
ANDREW P. HOPE BUILDING
320 West Willoughby Avenue • Suite 300
Juneau, Alaska 99801-1726

JOB DESCRIPTION

TRIBAL CHILD SUPPORT ATTORNEY

INFORMATION

Job Class: Tribal Child Support Attorney
Department: Tribal Child Support Unit
Location of Work: Juneau-Mendenhall Mall Location
Salary Grade(s): G-13-14
Hours of Work: 8-4:30pm
Employment Category: Regular Full-Time

Class Status: Active
Type of Position: Exempt
Covered Position: Yes
Prepared by: Eddie Brakes
Approved by:
Effective Date: 7/6/06

PURPOSE

The purpose of the position is providing legal services and representation to Tlingit & Haida Tribal Child Support Unit.

REPORTING RELATIONSHIPS

Reports To: TCSU Manager
Supervises: N/A
Liaison To: N/A

ESSENTIAL FUNCTIONS

- Prepare legal documents, maintain court schedule, arrange service by publication, appear in court, and assist Caseworkers' in preparing court orders for all child support cases when requested.
- Maintain, up-date, and assist in drafting Policy and Procedures, standard letters and forms, and legal documents for the Child Support Unit and incorporate the documents into the agency's internal database system.
- Review cases, in consultation with the TCSU Manager, for transfer to other jurisdictions and compliance with Tribal and Federal law and file the necessary motions with the Court.
- Draft revisions in the Child Support ordinance as necessary.
- Provide legal and technical assistance on specialized child support cases such as bankruptcy, probate matters, enlistment in the armed forces, inter-tribal enforcement and referrals to the Justice Department.
- Assists with the preparation of the Direct Federal Funding Application to Office of Child Support Enforcement and assists with the drafting and negotiation of the Child Support Service Agreement with the State.
- Assist TCSU Manager in compiling and maintaining data as necessary for reporting.
- Research on all legal matters and interpret statutes, rules and regulations relevant to Child Support.
- Provide legal training and technical assistance for child support staff as needed.

- Participate as a member of the TCSU Management Team for development, planning and the identification of training needs and analysis of program issues.
- Maintain strict confidentiality.
- Participate in screening and interviewing of applicants for positions within the Department as needed.
- In the absence of the Non-Custodial Parent Specialist, shall be responsible to manage all paternity and filiations cases of the Child Support Agency, including conducting paternity interviews, completing Voluntary Acknowledgements, scheduling genetic testing and bringing cases to Court as necessary.
- Other duties as assigned.

DECISION MAKING AUTHORITY

Spending Authority: N/A

Other Authority: N/A

NECESSARY SKILLS AND KNOWLEDGE

- Excellent negotiation skills
- Excellent written and oral communication skills
- Working knowledge of the Federal and State child support laws and requirements.
- Advanced skills in researching, referencing, and analyzing data from a variety of sources.
- Ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments.
- Ability to utilize concrete and abstract variables in working out approaches to major problems.
- Excellent judgment, decisiveness and creativity skills in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.
- Excellent computer skills including MS office programs and other databases
- Familiarity with Tlingit, Haida, and Tsimshian cultures

BEHAVIORAL EXPECTATIONS

- Work in a properly collegial relationship with co-workers.
- Interact with other departments within the Tribe in the spirit of compromise.
- Take on additional responsibilities in a spirit of cooperation and teamwork.
- Maintain an atmosphere of trust, fairness and respect and be mutually supportive with co-workers.

MINIMUM QUALIFICATIONS (education, experience, skills)

- Juris Doctorate degree;
- A member of the State Bar of Alaska in good standing to practice law in Alaska;
- Valid Drivers License

Substitution

- 2 years of direct child support legal experience may be substituted for Alaska State Bar membership

PREFERRED QUALIFICATIONS (education, experience, skills)

- Two (2) years previous experience and/or equivalent training involving Child Support Law.

UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS

The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending and carrying of items weighing less than 40 lbs. Travel on small aircraft or ferry to program sites may be required.

CONDITIONS OF HIRE:

- All employment at CCTHITA is “at will”. This means that the employee or CCTHITA may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position
- CCTHITA is a no tolerance workplace. All regular employees must pass an initial and random drug and alcohol screening to be eligible for and maintain employment.
- CCTHITA has several positions which require a criminal background check for the safety of our clients. All employment offers in the “covered” classification are conditional until CCTHITA has received a Federal criminal background check verifying eligibility to work in these programs.
- Must possess a vehicle with adequate insurance coverage.

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the essential functions of and qualifications for the job.

Employee Printed Name

Employee Signature

Date

Supervisor

Date