

Legal Assistant / Child Support Worker / Receptionist Job Description

Kearney County is looking for a part time Child Support Enforcement Worker and part time legal assistant / paralegal resulting in a full time position. Position may start part time and transfer to full time in the fall. Possibility to start full time if needed. The candidate should have excellent interpersonal skills, excellent written and verbal communication, be computer literate, tech savvy, and detail oriented. Must be a self-starter and be able to work independently.

Job Responsibilities: Reviews applications, establishes paper and computer case records. Establishes and enforces paternity and court orders for child support and medical support using legal and administrative processes. Obtains financial information from parties to calculate child support guidelines; establishes positive working relationships with clerk of the district court and Health and Human Services staff. Manages a challenging caseload. Ensures compliance of Federal and State requirements.

Candidate will assist attorneys in preparing and editing complex confidential legal documents and correspondence; handle evidence and discovery; gather and organize filing; maintain calendar; answer phone and greet visitors; maintain office supplies and equipment; help with diversion programs; data entry. Experience with NCJIS, CHARTS, and JUSTICE preferred. Fluency in Word required. Staff will help transition the office to being paperless. Accuracy a must.