

**YUMA COUNTY DEPARTMENT OF HUMAN SERVICES  
JOB DESCRIPTION  
LEGAL TECHNICIAN I**

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**Position Title:** Legal Technician I

**Date Approved:** 9/30/19

**Date Revised:**

**Position Summary**

This is an entry level position, which requires incumbents to learn and apply Federal and State rules and regulations, learn court procedures, develop skills to locate absent parents, develop effective communication skills to gain information, and to establish and enforce child support orders.

**Reports To:** Director or IV-D Administrator

**Experience and Qualifications**

- 1) Graduation from high school, or GED equivalent, with course background in office practices preferred;  
AND  
One year of successful office experience within the social services environment;  
OR  
Equivalent combination of education, training, and experience which provides a comparable level of knowledge, skills, and abilities.
- 2) Must be finger-printed and pass FBI/CBI background checks.
- 3) Knowledge of:
  - a) Office practices and administrative procedures
  - b) Telephone and interpersonal communication skills
  - c) Recording and filing procedures and methodologies
  - d) Operation of standard office equipment
  - e) Customer service

**Competency/Skill Requirements**

- 1) Ability to adjust flexibly to new situations encountered on a daily basis and ability to learn new duties quickly.
- 2) Ability to communicate effectively using both verbal and written communication.
- 3) Ability to maintain a high level of day-to-day communications and contact with internal and external partners.
- 4) Ability to manage various tasks and duties simultaneously.
- 5) Ability to use common office machines, and to learn popular computer-based word processing, spread sheets, ACSES, COVIS, QUICK, Court Link, and other file management systems.
- 6) Ability to network with other county and community programs.
- 7) Ability to perform under emotionally stressful situations.

**General Duties and Responsibilities**

Performs routine child support program technical support work, involving routine legal and administrative documents and correspondence, responding to inquiries regarding case and payment status, and obtaining needed case information or documents. Work is performed under close supervision during the initial training with more independence gained as skills and knowledge increase. Decisions are reviewed by the supervisor for accuracy and conformance with program regulations and procedures.

**Key Responsibilities and Duties**

*The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of this job at any time.*

Duties may include, but are not limited to, the following:

- 1) Arrives at work or at assigned locations punctually and attends work with minimal absences.
- 2) Accurately records time worked for purposes of compensation.
- 3) Maintains a constructive working relationship between and among employees at all levels of the organization.
- 4) Works effectively both independently and as a member of a team.
- 5) Works professionally with others, both inside and outside of the organization.
- 6) Interviews applicants to obtain absent parent information, the determination of existing court orders, location of the absent parent and their available assets.
- 7) Interviews absent parent and/or their attorney to obtain information to determine income and assets.
- 8) Researches other data bases, including but not limited to, Department of labor, DMV, DOD, QUICK, IRG, FCR Query, CBMS, TRAILS, SIV.
- 9) Monitors child support payments and follows up with employers and/or obligors when necessary.
- 10) Reports to TANF eligibility and CCAP technicians on the client's "cooperation" or "noncooperation". Notes any irregularities that may affect TANF eligibility.
- 11) Contributes knowledge, ideas, concepts, and expertise in internal meetings.
- 12) Completes initial IRS training and certification.

- 13) Completes APA certification to obtain the ability to use Administrative Process Action to establish child support orders.
- 14) Attends department staff meetings.
- 15) Participates in County, Region, and State trainings as required.

**Working Environment**

Normally, work is performed in a typical office setting with appropriate climate controls. Periodic travel may be required to fulfill functions of the job. Elements of hazard uncertainty exist in the normal course of performing duties associated with completion of job duties.

**Position Physical Demands**

Tasks require a variety of physical activities, occasionally involving muscular strain related to walking, standing, stooping, bending, climbing, kneeling, sitting, and reaching. Hearing, talking and seeing are essential to successful completion of typical duties. Common eye, hand, finger dexterity is required. Mental application utilizes memory for details, complex instructions, emotional stability, creative problem solving. Limited lifting in the office of files and supplies not to exceed 40 pounds.

**Safety Equipment**

Proper use of all equipment in and out of the office and department vehicles.

**Supervision Responsibilities:**  No  Yes

**Nature of Supervision:** N/A

**Equal Opportunity**

Yuma County is an Equal Opportunity Employer and ensures equal employment opportunities are provided in the administration of all personnel practices such as recruitment, appointments, promotions, discipline, retention, training and other benefits, terms and conditions of employment in a manner which does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, age, disability, political affiliation or belief, veteran status, or any other non-merit factor.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions will be based on merit, qualifications, and abilities.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT**

*Nothing in this job description restricts Yuma County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate. This does not constitute a contract, written or implied, between the County and any County employee. No employee should consider these guidelines as a contract. Yuma County does not guarantee any specific term or length of employment. All employees of the County are "at will employees".*

**YUMA COUNTY DEPARTMENT OF HUMAN SERVICES  
WORKING CONDITIONS  
LEGAL TECHNICIAN I**

**JOB TITLE:** Legal Technician I  
**SUPERVISOR:** IV-D Administrator

**WORKING CONDITIONS:**

In a typical day, this job involves the activities listed below. The frequency of performance of each activity is indicated by the placement of a check mark (x) in the appropriate column.

R = rarely (less than 0.5 hours per day)  
O = occasionally (0.5 to 2.5 hours per day)  
F = frequently (2.5 to 5.5 hours per day)  
C = continually (5.5 to 8 hours per day)  
NA = not applicable

<b>PHYSICAL ACTIVITIES</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>NA</b>	Describe any job duty which requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing		X				
Walking		X				
Ability to be mobile				X		
Crouching (bend at knee)		X				
Kneeling/Crawling		X				
Stooping		X				
Twisting (knees/waist/neck)		X				
Turning/Pivoting		X				
Climbing		X				
Balancing		X				
Reaching overhead		X				
Reaching extension			X			
Grasping			X			
Pinching			X			
Pushing/Pulling		X				
Minimum weight to lift:		X				(list # of pounds) 5 lbs- supplies
Maximum weight to lift		X				(list # of pounds) 40 lbs- supplies
Carrying		X				(list # of pounds) up to 40 lbs
Other physical activities (list)						
<b>SENSORY ACTIVITIES</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>NA</b>	
Talking in person			X			
Talking on telephone			X			
Hearing in person			X			
Hearing over telephone			X			
Vision for close work			X			
Other sensory requirements (list)						

**YUMA COUNTY DEPARTMENT OF HUMAN SERVICES  
WORKING CONDITIONS CONTINUED:**

ENVIRONMENTAL FACTORS	SPECIFY
Safety requirements (clothing, required safety equipment, activities performed).	No special safety requirements.
Exposures (fumes, chemical, vibrations, humidity, cold, heat, dust).	Exposure to outside temperatures occasionally when traveling.
Operation of equipment, vehicles, tools.	Computer, printers, calculator, copier, paper shredder, fax machine, scanners, department vehicles.
Required hygiene standards (food handling, clean contaminated, sterile equipment).	No unique hygiene standards.
Other environmental factors.	Unable to regulate cold exposure due to thermostat location. Router noise continually.

All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This working condition description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor. Employees will be required to perform any other job related instructions given by their supervisor, subject to reasonable accommodations.

Date Reviewed: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

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