



# MORRISON COUNTY

## JOB DESCRIPTION

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Job Title: Child Support Supervisor  
Department: Health & Human Services  
Classification: 10  
Reports to: HHS Director  
Supervises: Yes  
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM  
Telecommute: By exception  
Union: No  
FTE Status: 1.0 Full-Time Equivalent  
Last Reviewed: 12/2024

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### **Nature of Work:**

This position is responsible for the leadership, coordination, and supervision of activities of the Child Support Unit, including; training and evaluation of staff performance; developing and analyzing unit policies and procedures to promote operating efficiency supervising the administrative and judicial processes for child support the compilation of data required for federal and state reports; and performing related work as assigned.

### **Communicates with:**

Internally – All HHS staff.

Externally – State/county/city entities and public.

### **Supervision:**

Child Support staff

### **Essential Work Functions:**

- Manages and directs staff, including prioritizing and assigning work, conducting performance evaluations, ensuring staff is trained, ensuring employees follow policies and procedures, maintaining a healthy and safe working environment, and making hiring, termination, and disciplinary recommendations.
- Develops, implements, and monitors policies and procedures for federal, state, and local laws regarding child support
- Assists with setting, monitoring, and managing the unit's budget and tracks and approves expenditures with external and internal vendors.
- Reviews, writes, and revises court documents.
- Prepares and provides reports for Child Support for the County Board as well as federal and state auditors reflecting unit compliance, productivity, expenditures, and revenues.
- Communicates, negotiates, and problem solves with staff and internal and external clients i.e., county attorneys, private attorneys, realtors, LabCorp, process servers, law enforcement, other counties, state officials, court administration. Assigned as the Personal Representative on behalf of the County in probate cases.
- Security Officer for the Child Support Division. Monitors policies to ensure compliance with FTI, FPLS, and Data Security and Privacy. Assists in responding to the tri-annual County Inspection Report.

### **Other Work Functions**

- Performs related work as required.
- Coordinate with other positions within the department for client services.
- Attend continuing education and training opportunities.

**Minimum Qualifications of Education and Experience:**

- Requires two years of formal training in tech or an associate degree.
- Three (3) years of experience required.
- Ability to pass all position required background(s) and testing(s).

**Knowledge, Skills, and Abilities Required:**

- Knowledge of PRISM and the Child Support program as well as court procedures, laws, data privacy, management, and supervision standards.
- Knowledge of Public Assistance programs rules and regulations for MA Estate Recovery and probate actions
- Working ability to work constructively within an agency in the community setting and in effectively utilizing appropriate resources and services.
- Ability to effectively supervise staff.
- Ability to prioritize caseloads.
- Valid MN driver's license.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

**Persons with disabilities:**

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

**Physical Demands and Work Environment:**

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50% - 74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Light (Under 10 pounds of force)		X		
Challenging or threatening behaviors		X		
Environmental		X		
Work with high detail/deadlines		X		

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_