



Child Support Attorney

Office of the President · Remote, Alaska

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Department Office of the President

Employment Type Full Time

Minimum Experience Senior Manager/Supervisor

Compensation \$76,793 - \$107,718

POSITION DESCRIPTION

Child Support Attorney

INFORMATION

Job Class: Legal Professional

Department: Office of the President/General Counsel

Type of Position: Exempt

Location of Work: Juneau, AK/ Remote

Covered Position: Yes

Salary Grade(s): 13 - 15

Prepared by: M. Soboleff Levy/J. Wise

Hours of Work: M-F, 8:00 am – 4:30 pm

Employment Category: Regular, Full-Time

Effective Date: 12.01.2021

PURPOSE

The Child Support Attorney will provide legal services and representation to Tlingit & Haida in child support cases and related matters. Incumbent will work closely with the Tribal Child Support Unit (TCSU).

REPORTING RELATIONSHIPS

Reports To: General Counsel

Supervises: N/A

Liaison To: N/A

ESSENTIAL FUNCTIONS

- Prepare legal documents, maintain court schedule, arrange service by publication, appear in court (tribal and state), and assist caseworkers in preparing legal documents for all child support cases
- Maintain, update, and assist in drafting policy and procedures, standard letters, and forms
- Review cases to determine jurisdiction and compliance with Tribal and federal law
- Review cases and file necessary petitions and motions with the court
- Draft revisions to statutes (esp. Title 10 – Family Responsibility) 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 U.S. Justice Department
- Provide counsel regarding matters involving the federal Office of Child Support Enforcement
- Compile and maintain data as necessary for reporting
- Conduct research and interpret statutes, rules, and regulations
- Provide legal training and technical assistance to staff as needed
- Support coordination of services among Tlingit & Haida program, especially including the Temporary Assistance to Needy Families (TANF) program

DECISION MAKING AUTHORITY

Spending Authority: N/A

Other Authority: N/A

NECESSARY SKILLS AND KNOWLEDGE

- Excellent negotiation skills
- Excellent written and oral communication skills
- Ability to interpret and apply Tribal, federal and state child support laws and requirements
- Advanced skills in researching, referencing, and analyzing data from a variety of sources
- Ability to perceive problems or challenges and identify multiple approaches and solutions
- Ability to assess the environment and make judgments appropriate to that environment
- Excellent computer skills including those related to the use of the Microsoft Office Suite and other electronic databases related to legal research and record retention
- Familiarity with Tlingit, Haida, and Tsimshian cultures

MINIMUM QUALIFICATIONS (education, experience, skills)

- Juris Doctorate degree
- A member, or the ability to become a member, of the State Bar of Alaska

PREFERRED QUALIFICATIONS (education, experience, skills)

- Two years previous experience and/or equivalent training involving child support enforcement

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 may be required.

CONDITIONS OF HIRE:

- All employment at Tlingit & Haida is "at will". This means that the employee or Tlingit & Haida 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.
- Tlingit & Haida is a no tolerance workplace. All regular employees may be required to pass a pre-employment and subsequent random drug and alcohol screening to be eligible for and maintain employment.
- Tlingit & Haida requires a criminal background check be conducted on all employees. All employment offers are conditional until federal criminal background check results verify your eligibility to work for Tlingit & Haida.

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