

## **DEPUTY CORPORATION COUNSEL SUPPORT ENFORCEMENT DIRECTOR**

### **DEFINITION**

Under general direction of the Corporation Counsel, this is advanced professional management work administering the child Support Enforcement Division. Work includes coordinating, assigning and evaluating the prosecutory work of attorneys who handle difficult child support and paternity cases; preparation and administration of the agency budget; and analysis of federal regulations and state statutes. Performs related work as required.

### **EXAMPLES OF DUTIES**

Plans, organizes and directs the activities of the agency; makes decisions regarding agency policies and procedures; assures effectiveness of the agency; establishes and implements operational procedures; assures agency compliance with federal and state statutes and state policy directives; coordinates all child support case functions in cooperation with Family Court, law enforcement officers, social service employees, and the District Attorney; initiates, oversees and conducts criminal proceedings, violations of child support code, paternity cases and other matters associated with criminal and civil law; conducts negotiations with opposing counsel and drafts legal documents; prepares and presents the annual agency budget; oversees administration of agency budget; negotiates cooperative budget agreements with other county departments; supervises and evaluates work of attorneys, other legal and support staff, effectively recommends hiring, probationary and disciplinary decisions; handles grievances, trains new employees; analyzes federal regulations, state statutes and state policy memoranda; prepares materials and is accountable to state and federal auditors; prepares required audit reports; issues procedures to implement audit recommendations; participates in statewide committee meetings regarding child support policies, legislation and budget requests; prepares case, audit and administrative reports on request of state, federal and county officials; responds to complaints filed by public or child support officials regarding staff actions or agency policies.

### **EMPLOYMENT STANDARDS**

Education and Experience: Possession of a law degree from an accredited law school and five years experience in child support/family law practice. Prefer experience include supervision of attorneys.

Knowledges and Abilities: Extensive knowledge of Wisconsin and United States statutes, cases, decisions, rulings and opinions concerning child support and family law affecting counties; extensive knowledge of federal, state and local regulations related to child support issues; thorough knowledge of federal, state and local civil and criminal laws affecting counties;

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thorough knowledge of budgeting practices; thorough knowledge of effective managerial practices and methods; ability to provide legal advice and counsel; ability to present cases in court; ability to supervise professional and nonprofessional personnel; ability to plan, organize, prioritize, coordinate, assign and evaluate the work of subordinate attorneys; ability to maintain comprehensive records and prepare reports; ability to communicate effectively both orally and in writing.

Special Requirements: License to practice law in the State of Wisconsin through admission to the Wisconsin State Bar prior to employment.