Child Support Specialist

ROBERT SMITH

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Objective

To work to the best of ability and bring improvements in the systems of justice by working in a position in criminal justice.

Skills

Microsoft Office, SQL, HTML, Java script.

Work Experience

Child Support Specialist

ABC Corporation - 2014 – 2016

- Acquired the knowledge and abilities to manage a caseload in the area of child support enforcement.
- Familiar with agency policy and state and federal law. Located parents, assets, and sources of income.
- Gained experience, assist legal staff, or gave testimony regarding specific cases.
- Completed application for services, Explained policy as it relates to cases.
- Researched legal sources such as statutes, court opinions, rules and regulations.
- Drafted complaints and other legal documents for use by the BCSE Attorney.
- Successfully initiated and pursued legal action against absent parents.

Child Support Specialist

ABC Corporation - 2012 – 2014

- Worked 37.5 hours per week.
- Ending Annual Salary $51,000.
- Worked in Customer Inquiry Resolution unit to help address Agency-sponsered child support enforcement.
- Interpret & review support orders, both Judicial & Administrative for case review & entry into the system.
- Calculate financial obligations related child support accounts.
- Ability to analyze complex & confidential information.Devised short and long-range action plans to address a wide variety of child support needs..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelors of Science in Criminal Justice - 2008(Fairmont State University - Fairmont, WV)

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