

Specification for Class of

CLAIMS OFFICER 3, DSHS

Abolished Effective June 1, 2005

Definition: Serves as leadworker and represents the department's interest in adjudicative and/or other legal proceedings; serves as legal advisor to OFR staff; or to OSE field office management and staff.

Distinguishing Characteristics: Incumbents must have designated leadworker responsibilities as follows:

- 1) In an office where there is no supervising Claims Officer 4, serves as leadworker over one or more Claims Officers 1 and/or 2.
- 2) In an office where there is a supervising Claims Officer 4, serves as leadworker over four or more Claims Officers 1 and/or 2.

Typical Work

Coordinates and leads Claims Officers 1 and/or 2 in representation of the department's interest at adjudicative proceedings and other administrative remedies regarding support enforcement matters or collection of debts due the State; responsible for participating in and/or providing ongoing training, conducts quality assurance reviews/audits;

Conducts an ongoing review of case law, laws and regulations governing establishment and collection of child support or debts due the State;

Represents the department's interest in adjudicative proceedings regarding the establishment and collection of financial, health care, day care and special child-rearing expenses from parents, interpretation of superior court orders, distribution of child support payments, termination of support enforcement services, compliance of third parties regarding collection and enforcement orders and other proceedings relating to the establishment and collection of child support;

Negotiates with private attorneys, other representatives or the appellant directly prior to adjudicative proceedings with authority to settle the matter;

Assembles documentation and appears as the department's representative/witness before an Administrative Law Judge;

Drafts and prepares legal documents including subpoenas, motions memorandums, briefs, appeals, and response to appeals for adjudicative proceedings;

Advises and recommends to support enforcement officers, financial recovery officers and other personnel proper procedures according to Federal and State statutory, administrative and judicial laws regarding the administration of the support enforcement program or debts due the State in connection with public assistance;

Explains the Federal and State statutes and regulations, department policies and fee schedules, if any, to applicants, service recipients, attorneys and other interested persons;

Reviews and may approve proposed court orders for compliance with law regarding support or debts due the State and related matters;

May represent the department in specified judicial proceedings;

Processes requests for review for modification of administrative and judicial support orders;

Acts as public disclosure coordinator when assigned;

Prepares and executes administrative remedies when requested;

Prepares creditors' claims and other legal documents for claims against estates in probate and bankruptcy; may act as administrator in decedent's estate in cooperation with Office of Attorney General;

Analyzes and comments on proposed statutes, administrative codes and department policies when requested; proposes needed changes in current laws, regulations or policies;

Cooperates and works closely with the Office of the Attorney General in matters regarding statutory representation of the department;

Cooperates and works closely with prosecuting attorneys in paternity matters and the prosecution of claims against nonsupporting parents;

Provides training to recovery offices or field office staff regarding new laws and procedures and in difficult areas of support enforcement and/or debt recovery;

Provides legal advice to district administrators, support enforcement program administrators and other members of the department;

Establishes guidelines to determine responsibility/ability to pay for cost of care in departmental institutional facilities; advises staff of available legal remedies to pursue recovery of care costs;

Conducts an ongoing review of laws and regulations governing the recovery of cost of care in State institutional facilities; assembles documentation and appears as a witness at administrative and judicial hearings;

Performs other work as required.

Knowledge and Abilities

Knowledge of: statutes, regulations, court decisions, Attorney General's opinions and departmental policies relating to dependent children and obliger parents or debts due the State in connection with public assistance; legal rights and remedies in support enforcement and paternity proceedings; principles and practices in probate, domestic relations, bankruptcy, labor/employment, business, insurance, Indian, administrative, Federal and State tax, real and personal property, pension, procedural, military, secured transactions and debtor/creditor laws.

Ability to: lead and train professionals and other personnel; examine and analyze information to determine responsibility for support or debts due the State in connection with public assistance; evaluate available judicial and administrative remedies to advise their use in specific support enforcement cases; train other personnel in the use of legal remedies; work professionally with Assistant Attorneys General, county prosecutors, court officers, private attorneys and applicants for support enforcement services or debts due the State in connection with public assistance; write and speak concisely and clearly; travel frequently.

Minimum Qualifications

Current admission to practice law in the State of Washington.

AND

One year as a Claims Officer 2; or two years as a Hearings Examiner in a governmental agency; or two years as an Assistant Attorney General or Deputy Prosecutor in support enforcement matters or other debt recovery; or three years of law practice in domestic relations and support enforcement or collection law.

New class: 12-1-91