

Specification for Class of

CLAIMS OFFICER 4, DSHS

**Abolished Effective June 1, 2005**

Definition: Supervises lower level Claims Officers and may also supervise other division personnel in the Office of Support Enforcement or Office of Financial Recovery, represents the department's interests in adjudicative and/or other legal proceedings; serves as legal advisor to field office management and staff; AND/OR in Headquarters OSE, responsible for serving as management's legal expert advisor or expert in tribal law; OR, in Headquarters OSE, responsible for serving as management's litigation coordinator; OR, in Headquarters OSE, serves as chair of Conference Board or Administrative Review proceedings.

Typical Work

Trains and supervises lower level Claims Officers and may also supervise other division personnel in OFR or OSE in representation of the department's interest at adjudicative proceedings or other administrative remedies regarding support enforcement matters or collection of debts due to the State;

Facilitates, negotiates and drafts specialized agreements with each Indian Tribe; assists the Tribes' and AG's staff to draft necessary legal forms and, where necessary, tribal code provisions; develops statewide policy and training programs to further public awareness of Indian Tribe and OSE;

Assists the Non-Wage Program supervisor in developing new administrative and judicial collection remedies including, but not limited to, legal research, draft legal forms to implement new techniques, and drafts procedures and forms manuals when necessary;

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;

Represents the department's interest in adjudicative proceedings regarding all matters relating to support enforcement services or other debts due the State;

Acts as public disclosure coordinator when assigned;

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;

Provides training to OFR and OSE field office staff regarding new laws and procedures and in difficult areas of support enforcement or collection of debts due the State;

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

Serves as expert legal advisor to the department's management;

Writes proposed policies, statutes and regulations or necessary changes for the department;

Coordinates litigation for the department;

Serves as chair of Conference Board or Administrative Review to inquire into facts, research law, and make written findings of fact, conclusions of law and decisions in order to resolve the grievances resulting from OSE actions;

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; principles and practices of effective supervision.

Ability to: supervise and train subordinate personnel; examine and analyze information to determine responsibility for support;

evaluate available judicial and administrative remedies to advise their use in specific support enforcement cases or debts due the State in connection with public assistance; 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

Two years as a Claims Officer 2; or one year as a Claims Officer 3; or three years in a State agency policy unit with experience in statutory and administrative law and procedures; or three years as an Assistant Attorney General or Deputy Prosecutor in support enforcement matters or other debt recovery; or four years of law practice in domestic relations and support enforcement or collection law.

New class: 12-1-91