

Child Support Officer

Nature of Work

This is very responsible law enforcement work involving the service of civil warrants primarily involving child support and related legal documents for the Lawrence County Sheriff's Department. Job activities include receiving and logging various legal documents from general sessions, circuit, chancery and juvenile courts including petitions, citations, warrants, garnishments, etc. and attempting to serve them in a timely and appropriate manner. Additional activities include producing reports and other documentation of all documents served, assisting with patrol and special assignments as needed and providing assistance with a variety of judicial administrative activities. Job responsibilities require thorough knowledge of criminal and civil laws and ordinances pertaining to the service of legal documents, strong organizational, interpersonal and decision-making skills and a good working knowledge of Lawrence county governmental and business operations. Job performance is evaluated by the Sheriff Captain through review of the number and timeliness of all documents served, organizational, interpersonal and decision-making skills and knowledge of the laws pertaining to the service of legal documents utilized in criminal and civil legal actions.

Illustrative Examples of Work

- Receives and logs a variety of civil documents into a computerized database indicating the date received, type of document, individuals involved and date served.
- Coordinates and assists with the service of Summons, Petitions and Citations on individuals upon receipt from civil, circuit, general sessions and/or juvenile courts.
- Assists with the service of Body Attachments, Writs of Attachment and Levies on individuals and businesses located in Lawrence County.
- Assists with the service of Warrants of Recovery, Writs of Restitution, Fieri Facias and Scire Facias on individuals involved in legal proceedings.
- Ensures the proper notification of authorities upon the service of legal documents and prepares reports of service activities as needed.
- Assists with the service of Civil Warrants, Subpoenas, Detainer Warrants, Garnishments and Show Cause Orders on individuals and employers located in Lawrence County.
- Ensures the proper notification of the appropriate individuals in the event of expiration and/or inability to serve various legal documents.
- Assists with routine and specialized patrol operations when necessary due to excessive workload demands.
- Performs specialized patrol activities including accompanying funerals, assisting with special events and activities, etc.
- Assists property owners by serving writs of possession and setting individuals out of their place of residence.
- Assists with the transport of inmates when necessary.

- Maintains contact with other local and regional law enforcement entities to receive and convey information, assist with locating individuals, etc.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school supplemented with additional course work/training in crime prevention and/or law enforcement; a minimum of three years experience in law enforcement; sufficient physical capacity to perform the job in a variety of weather conditions; ability to interact effectively with the public; strong organizational and decision making skills; thorough knowledge of criminal and civil law; or any equivalent combination of education and/or experience to provide the following knowledge, abilities and skills:

- Thorough knowledge of Federal Law, Tennessee Code Annotated Sections 39 and 55 pertaining to civil and criminal law, local statutes and ordinances.
- Thorough knowledge of Lawrence County ordinances and Sheriff's Department policies and procedures.
- Thorough knowledge of civil and criminal court proceedings, presentation of allowable evidence and testimony, and the proper service of criminal and civil warrants.
- Considerable knowledge of general sessions, circuit, chancery and juvenile court operations, procedures, schedules, protocols, etc.
- Ability to react quickly and appropriately to potentially dangerous or volatile situations to ensure the safety of concerned parties.
- Ability to perform the physically demanding requirements of the job in a variety of weather conditions.
- Ability to interact in a professional and tactful manner with co-workers, clientele, emergency management personnel, perpetrators, and local government and judicial officials.
- Ability to plan and organize personal time and activities to meet expected levels of performance and imposed deadlines.
- Ability to make appropriate and timely decisions based upon all obtainable information relevant to the situation.
- Ability to acquire and utilize new job-related information as required.
- Skill in the use of modern law enforcement weapons including handguns, rifles and shotguns and non-lethal law enforcement devices.
- Skill in the use of modern law enforcement protective devices, chemical sprays, radar equipment, radios, sirens and other emergency equipment.
- Skill in the operation of law enforcement vehicles and driving at high rates of speed.

Necessary Special Requirements

- All Sheriff Department personnel are required to maintain the highest standards of integrity, honesty and ethical behavior and conduct themselves in a professional and courteous manner at all times whether or not they are performing job related duties.
- Must be at least 21 years of age.

- Certification by a qualified professional in the psychiatric or psychological fields as free of all apparent mental disorders as described in the current edition of the Diagnostic and Statistical Manual of Mental Disorders of the American Psychiatric Association.
- Certification by a licensed physician designated by the agency as physically capable of performing necessary duties.
- Fingerprints must be on file with the Tennessee Bureau of Investigation.
- Must be a United States citizen.
- Can not have been convicted or plead guilty, or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances.
- Can not have been released or discharged under any other than honorable discharge from any of the Armed Forces of the United States.
- Possession of a valid driver's license and the ability to be insured at standard vehicle liability rates.
- Certification through the State of Tennessee for the service of legal documents.

Physical Requirements

- This is moderate work requiring considerable static, explosive, dynamic and trunk strength and requiring the exertion of up to 80 pounds of force occasionally and up to 10 pounds of force frequently to move objects
- Work requires considerable flexibility, mobility and speed of limb movement
- Work requires considerable effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling and walking
- Work requires arm/ hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the inspection of small defects and/or small parts, use of measuring devices, operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- The worker is subject to inside and outside environmental conditions, temperature extremes, bodily fluids, noise and slippery surfaces.