Florence County, Wisconsin

Child Support Case Worker

The County of Florence, Wisconsin invites applications for the position of Child Support Case Worker.

About the Position: The Child Support Case Worker provides Child Support services by building child support cases, investigating potential fathers, locating absent parents, and assisting in preparing legal documents in accordance with State and Federal laws that govern the Child Support program.
A full job description is available at the County's website http://www.florencecountywi.com or by contacting the County Clerk's office.

Education & Experience required:

- A high school diploma is essential. College is preferred, but not a must.
- Some legal knowledge or experience is preferred, in addition to basic knowledge of courtroom etiquette.
- Proficiency in computer and math skills, as well as, both written and oral communication.

Compensation information:
FLSA Status: Part Time/Non- Exempt (21 hours per week) 8:30am-4:00pm
Reference Rate: $19.00/hr.
Fringe Benefits: Holiday Pay (Prorated by hours worked).

The Florence County Employment Application form is required and can be downloaded at the County's website or by contacting the County Clerk's office. In addition, a cover letter and resume is strongly encouraged and should include salary history and requirements.
Applications accepted until the position is filled.
Your application and resume can be submitted to the County Clerk by email to dtrudell@florencecountywi.gov , regular mail, or by delivery to the Clerk's office at 501 Lake Avenue, Suite 241.

Florence County Clerk/Administrative Coordinator
P.O. Box 410
Florence, WI 54121

Florence County is an equal opportunity employer.