

Shelby County Job Posting

Closing Date: 10/10/08

Department: Juvenile Court Clerk

Position Title: TCSES Clerk (Tennessee Statewide Child Support System)

Works under the general direction of the IV-D Supervisor and the Manager of the Parent Location/Process Department to collect, prioritize and enter all time-sensitive and statistical data into the TCSES system and Parent Locator database accurately. Performs any functions assigned in the Parent Locator Department related to Title IV-D activity.

Salary:

Minimum: \$2,150.00 Monthly

Midpoint: \$2,580.00 Monthly

Maximum: \$3,010.00 Monthly

Minimum Qualifications:

Must have graduated from high school or possess GED, and three (3) years data entry experience in TCSES (Tennessee Statewide Child Support System) plus a basic understanding of the screen flow and program logic of TCSES; or an equivalent combination of related education and experience. (PROOF OF EDUCATION IS REQUIRED.)

Special Requirements:

1. Must pass a criminal background check.
2. Must successfully complete a skills assessment.

Duties and Responsibilities:

1. Collects and enters all time sensitive data into TCSES relating to status of "service of process" on Title IV-D cases.
2. Collects and enters all Title IV-D case data/documentation into statistical data base related to "service of process" from issuance to outcome.
3. Answers all inquiries in person or telephone through the Parent Locator Department regarding Title IV-D cases.
4. Enters Title IV-D case data and updates to the JMS system.
5. Performs other IV-D and related duties as required.

Knowledge, Skills and Abilities:

1. Knowledge of the various legal documents issues by the court.
2. Ability to maintain an established system of records and files.
3. Ability to write and type documents for a variety of needs.
4. Ability to handle cash and keep financial records of an established nature.
5. Ability to handle the public with courtesy and tact.
6. Good use of business English.
7. Ability to compose general correspondence.
8. Ability to work with court officials.
9. Knowledge of computer software programs.
10. Ability to use computer, calculator, and typewriter.

DOUGLASS HEAD START MANAGER

Will direct the day-to-day administration and management of the program; plan and coordinate program operations; supervise staff in reaching the objectives of the program; assures compliance with Head Start performance standards, cost principles, state Licensing requirements and applicable directives.

Candidates must have: *Bachelors degree in Early Childhood/Elementary Education, Social Work, or Business Admin (Master's preferred); *Minimum of five (5) years experience in supervisory/ administrative position in human services programs; * Prior Early Head Start/Head Start experience is strongly preferred.

Interested persons please send your cover letter and resume to:

careers@porterleath.org

Online applications can be found and filled out at www.porterleath.org

Fax: 901-577-2506