

Specification for Class of

CLAIMS OFFICER 1, DSHS

**Abolished Effective June 1, 2005**

Definition: Performs entry-level Claims Officer assignments within the Office of Support Enforcement or the Office of Financial Recovery under close supervision of a Claims Officer 4, Financial Recovery Office Chief, Support Enforcement Chief or Program Administrator 3 or 4. Represents the department's interest in adjudicative and/or other legal proceedings.

Typical Work

Develops and maintains knowledge and expertise of case law, laws and regulations governing establishment and collection of child support or debts due the State in connection with any DSHS program;

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 and related matters;

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

Acts as public disclosure coordinator when assigned;

Executes administrative remedies when requested;

Prepares creditors' claims and other legal documents for claims against estates in probate and bankruptcy;

Comments on proposed statutes, administrative codes and department policies when requested;

Establishes guidelines to determine responsibility/ability to pay for cost of care in departmental institutional facilities; advises reimbursements 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 and other debts owed to the department; 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 to 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: 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 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.

New class: 12-3-71

Title change (formerly Claims Officer, Support Enforcement): 11-4-77

Title change (formerly Claims Officer, DSHS), revised minimum qualifications and salary adjustment: 6-15-80

Revised definition: 11-14-91 (Effective 12-1-91)