



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Paternity Specialist**
SUPERVISOR: Child Support Director
LOCATION: Lac du Flambeau Child Support Agency
POST DATE: **October 28, 2025**
CLOSING DATE: **November 11, 2025**

General Description: The primary responsibility of this position is to serve as the lead Paternity Specialist and perform all functions of related to the establishment of paternity and will also manage a child support caseload. This position requires independent judgement in assessing individual case needs to determine appropriate action to be taken within specific tribal and federal statutes, rules, and guidelines.

Qualifications: High School diploma or equivalent is required. Associates Degree in Human Services, Legal Services, or related field preferred. Previous knowledge in child support or experience; knowledge and experience in the use of the state computer system, KIDS, and knowledge of Tribal Laws and regulations related to child support is preferred. An equivalent of education, training and experience will be considered.

Salary: \$20.00-\$24.00/hr. depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Paternity Specialist

B. DEPARTMENT: Lac du Flambeau Child Support Agency

C. SUPERVISOR'S TITLE: Child Support Director

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to serve as the lead Paternity Specialist and perform all functions of related to the establishment of paternity and will also manage a child support caseload. This position requires independent judgement in assessing individual case needs to determine appropriate action to be taken within specific tribal and federal statutes, rules and guidelines. Specific responsibilities include but are not limited to the following:

1. Serve as lead Paternity Specialist
2. Assume all case management responsibilities for responding/initialing inter-jurisdictional cases assigned to caseload.
3. Coordinate with and provide consultation to Child Support Case Managers and Administrative Assistant on case specific issues/problems related to paternity cases referred on a scheduled basis.
4. Review and process paternity and child support applications and complete required interviews.
5. Process closure for paternity cases that meet the eligibility requirements for closure according to approved guidelines and procedures.
6. Locate and contact alleged father(s) and noncustodial parents.
7. Consult and work directly with the Child Support Attorney to prepare the necessary legal documents throughout paternity and child support process and provide information for court actions.
8. File copies of all court documents and genetic test results pertaining to the case in the case file.
9. File all original court documents and genetic testing results with the court. File all correspondence relating to the case in the case file.
10. Coordinate and conduct on site buccal swabbing for genetic testing for all parties involved in the case.
11. Draft stipulations related to paternity and child support judgements or prepare case file for court proceedings.
12. Coordinate efforts with other child support agencies to establish, enforce and monitor assigned cases.
13. Coordinate with TANF, Tribal Social Services, and other appropriate agencies for non-cooperation and fraud.

14. Investigate cases, initiate legal action and establish paternity and child support within specific Tribal and Federal regulations, rules and guidelines for eligible cases prior to transfer of the case to a Child Support Specialist.

E. POSITION RELATIONSHIPS:

1. **Internal:** Daily contact with general public, employers, law enforcement, and attorneys.
2. **External:** Frequent contact with other child support agencies, employers, and government officials.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Child Support Director

H. EDUCATION: High School Diploma or equivalent is required. Associates Degree in Human Services, Legal Services, or related field preferred.

I. EXPERIENCE: Previous knowledge and experience with the Child Support system preferred; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

J. SKILLS:

1. Ability to effectively communicate in English and understand and follow written and oral instructions.
2. Excellent oral and written communication skills.
3. Ability to determine priorities, plan and organize work schedule to meet established timelines.
4. Attention to details, especially in the review of written documentation.
5. Display a high level of initiative, effort, and commitment towards completing assignments, effectively and accurately.
6. Work well independently and adaptable to multiple assignments, projects and deadlines.
7. Ability to respect individuals and their differences.
8. Knowledge of and demonstrated ability to conform to goals, policies, and procedures of the department, as well as the LDF Tribes work rules and terms of employment.
9. Ability to establish and maintain effective working relationships with coworkers, other county and agency employees, courts, and the general public.
10. Ability to maintain confidentiality and accountability.
11. Skill in the use of telephone, copy machines, computers, and office equipment.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Work is performed in typical office setting.
2. **Exposure to Hazards:** None
3. **Physical Requirements:** This position requires standing, sitting, walking, bending and some light lifting.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Paternity Specialist to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees,

customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

_____ Employees	_____ Date
_____ Previously signed	_____ Previously signed
_____ Tribal Administrator	_____ Date

_____ Manager	_____ Date
_____ Previously signed	_____ Previously signed
_____ Human Resources Director	_____ Date