



**Superior Court of California
COUNTY OF ALAMEDA**

Child Support Program Specialist

This position was created in 2005 and funded by the Court's Child Support Commissioners grant (known as AB1059; separate from the Facilitator AB1058). This position was created to provide:

1. Direct services to the child support calendars not previously covered by the grant.
2. The need to provide administrative coordination of the numerous court operations staff positions (i.e., eight clerks in the Family Law Unit in Oakland now Alameda and Hayward and the court room support staff for child support departments.
3. To provide the coordination necessary to ensure that the Court was in compliance with the unique Federal requirements of the approximate 1.4 million AB1058 Child Support Grant that the Court receives each year from the Judicial Council of California.

JOB Duties:

1. Review morning calendar with Judicial Officials - Review cases that appear on the Calendar that need special attention.
 - a. Assist self – represented Litigants non DCSS issues (triage)
 - b. Provide procedural information and instruction to litigants
 - c. Review moving paper to define the issues before the court
2. Review individual litigants case file for consistence and procedural correctness
 - a. Cross check with DOMAIN for other related cases (consolidate if necessary)
 - b. Proper documents being filed, e.g., correct proof of service, Income and Expense Dec
 - c. Check for proper court (1058 vs. Family Law)
 - d. Venue issues
 - e. Prepare OAH's and or Stipulations
 - f. Provide litigants with community referrals
3. Administrative:
 - a. Collect all CSC AB1058 timesheets from designated employees
 - b. Review timesheets for accuracy and that they are in compliance with JCC guidelines regarding reimbursement prior to forwarding to Finance Bureau (this requires a close working relationship with finance)
 - c. Coordinate staff attendees for annual JCC AB1058 Training Conference
 - d. Serve as a liaison to two Child Support Commissioners and their designated staff
 - e. Serve as a liaison with the Department of Child Support, as appropriate