

Jimmy Patterson

Child Support Officer

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+1 (555) 555-555

Columbus, GA, 31901

Highly experienced and results-oriented Child Support Officer with a proven track record of success in establishing, modifying, and enforcing child support orders. Demonstrated expertise in case management, financial investigation, negotiation, and court procedures. Strong ability to work independently and as part of a team to ensure the well-being of children and families.

Education

Social Work, CGPA: 7.8

Jul 2016

Experience

Department of Human Services

Child Support Officer

Aug 2020 - Present

- Provided case management and counseling services to families
- Maintained accurate and up-to-date case records
- Prepared and filed legal documents related to child support
- Interviewed clients and gathered information to determine child support obligations

Child Support Services Division

Child Support Officer

- Established 150 new child support cases within a year
- Developed a training program for caseworkers on child support policy and procedure
- Negotiated and settled over 100 child support cases
- Collaborated with attorneys, law enforcement, and social workers to ensure the wellbeing of children

Skills

Case Management

Child Support Enforcement

Financial Investigation

Interviewing and Interrogation

Negotiation

Court Procedures

Accomplishments

- Developed and implemented a new case management system that increased efficiency by 25% and reduced case backlog by 10%
- Established partnerships with community organizations to provide support services to noncustodial parents, resulting in a 15% increase in child support collections
- Conducted comprehensive investigations to locate absent parents, resulting in a 90% success rate
- Negotiated and enforced child support orders that met the needs of both parents and children
- Provided accurate and timely information to parents and other stakeholders regarding child support laws and regulations

Awards

- Received the Child Support Officer of the Year award for outstanding performance and dedication
- Recognized for exceeding expectations in child support collections and case resolution rates
- Awarded for exceptional advocacy skills in representing children in child support cases
- Honored with a certificate of appreciation for exceptional contributions to the child support program

Certifications

- Certified Child Support Officer (CCSO)

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