Child Support Referee

Location:	Sioux Falls	Type:	Independent Contractor
Category:	Unified Judicial System	Close Date:	08/12/2016
Post Date:	07/12/2016	No. of Positions Available:	1

Position Description: This position is that of an independent contractor for a contract with the Unified Judicial System as a child support referee. The qualifications and duties of the referees are generally described in South Dakota Codified Law including SDCL 25-7A-6 and 25-7A-22. Candidates for appointment as child support referees are recommended to the Supreme Court for appointment by the State Court Administrator. For Sioux Falls area referees, the majority of cases will be from Minnehaha and Lincoln counties. However, cases could sometimes be assigned from other circuits state-wide. After approval by the Supreme Court, a contract will be entered between the referee and the UJS. Currently, the flat-fee compensation for work as a child support referee is $254 per case, as long as the contract requirements are met. The referee must provide their own equipment, schedule their own hearings and draft the necessary documents. Space may be provided, if necessary, in the local Courthouse.

All candidates for the child support referee position should possess the following criteria:

- Licensed attorney in the State of South Dakota & is a member in good standing of the State Bar Association;
- Familiar with family law and the child support referee process;
- Organized in scheduling hearings and managing the associated paperwork;
- Manage time & priorities;
- Facilitate and maintain good working relationships with a wide variety of sources including the public, clerks, Judges, and DSS;
- Ability to remain neutral and objective while assisting the public with the child support referee process;
- Ability to manage stress and work with difficult people;
- Communicate effectively via telephone and e-mail;
- Pay attention to details;
- Ability to comply with the requirements of UJS software.

A letter of interest as well as a complete resume may be submitted by 5:00 p.m. on August 12, 2016 to the following address:

Suzanne Starr
State Court Administrators Office
Director of Policy & Legal Services
500 E. Capitol Avenue
Pierre, SD 57501

The candidate recommended for approval to the Supreme Court will be subject to a background check.