**Child Support Referee**

 Location: 6th Judicial Circuit Type: Independent Contractor

 Category: Unified Judicial System Close Date: Until filled

 Post Date: 12/17/2019 No. of Positions Available: 1

**Position Description:** This position is that of an independent contractor 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 the 6th Judicial Circuit referee, the majority of cases will be from the Pierre area. 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 $263 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:

* Be a licensed attorney in the State of South Dakota & is a member in good standing of the State Bar Association;
* Be familiar with family law and the child support referee process;
* Be organized in scheduling hearings and managing the associated paperwork;
* Able to efficiently manage time & priorities;
* Facilitate and maintain good working relationships with a wide variety of sources including the public, clerks, Judges, and DSS;
* Able to remain neutral and objective while assisting the public with the child support referee process;
* Able to manage stress and work with difficult people;
* Communicate effectively via telephone and e-mail;
* Be detail oriented;
* Able to meet strict deadlines;
* Able to maintain a professional demeanor at all times;
* Able to comply with the requirements of UJS.

A letter of interest as well as a complete resume may be submitted to the following address:

 Suzanne Starr

 State Court Administrators Office

 Director of Policy & Legal Services

 500 E. Capitol Avenue

 Pierre, SD 57501

 Suzanne.Starr@ujs.state.sd.us

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