

Child Support Referee

Location:	3rd Judicial Circuit	Type:	Independent Contractor
Category:	Unified Judicial System	Close Date:	07/15/2022
Post Date:	6/3/2022	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. The referee will primarily serve the 3rd Judicial Circuit; 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. As of July 1, 2022, the flat-fee compensation for work as a child support referee is \$292 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.

To be considered for the child support referee position, the applicant must be:

- A 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;
- Able manage time & priorities;
- Able to 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;
- An effective communicator via telephone and e-mail;
- 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 by 5:00 p.m. on July 15, 2022, to the following address:

Justin Goetz
State Court Administrator's Office
Director of Policy & Legal Services
500 E. Capitol Avenue
Pierre, SD 57501
Justin.Goetz@uj.s.state.sd.us

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