

Louisianas District Attorneys Association

Job Description

Class Title: LDAA Child Support Liaison Attorney	Job Code: Staff Attorney
Full Time Position (Baton Rouge, Louisiana)	Effective Date: 03/2025
	Last Revised: 03/2025

GENERAL PURPOSE

Federal law requires any state that receives TANF funds to have a Child Support Enforcement (CSE) program. In Louisiana, the program is administered by the Department of Children and Family Services (DCFS). This program is responsible for enforcing the support obligations owed by noncustodial parents to their children. This position will serve as the LDAA's primary contact between DCFs and the elected District Attorneys who have contracts with DCFS. Work requires the ability to multitask, strong organizational skills, and a high degree of initiative, independent judgment, and maintenance of confidentiality. This position requires the ability to work forty hours per week.

SUPERVISION RECEIVED

Works under supervision and guidance of the Executive Director and his executive staff.

ESSENTIAL FUNCTIONS

- COORDINATE CSE TRAINING OPPORTUNITIES FOR CONTINUING LEGAL EDUCATION FOR ATTORNEYS
- TO FACILITATE CONTRACTUAL SUPPORT AND PROGRAM COMPLIANCE
- PARTICIATPE WITH LEGISLATIVE AND POLICY ADVOCACY
- PROVIDE INITIAL ADVICE AND SUPPORT TO DISTRICT ATTORNEYS' OFFICES ACROSS THE STATE CONCERNING CSE RELATED ISSUES
- ENGAGE IN LECTURING AND TRAINING TO THE ELECTED DISTRICT ATTORNEYS STAFF
- ASSIST WITH RESOLVING DISAGREEMENTS BETWEEN DISTRICT ATTORNEY OFFICES AND DCFS
- HANDLING CALLS, EMAILS, MEMOS, AND OTHER CORRESPONDENCE
- PREPARING REPORTS AND OTHER DOCUMENTS
- PERFORMS RELATED DUTIES AS REQUIRED

MINIMUM QUALIFICATIONS

A degree at an accredited law school is mandatory. Also, the LDAA Child Support Liaison Attorney must have completed and passed the Louisiana bar examination. The LDAA Child Support Liaison Attorney must have at least two (2) years' experience in the child support enforcement legal system. Some background experience managing contractual matters and experience working with or within a district attorney's office would be preferable. This is an at-will employment relationship.

Work Environment:

The incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Continuous talking, hearing, and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity is required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Salary and Benefits:

Competitive and subject to negotiation based upon qualifications and experience.

APPLICATION PROCESS AND DEADLINE:

Send letter of interest and resume to Deputy Director Curtis Nelson at Curtis.Nelson@ldaa.org. Deadline 4:00 o'clock p.m. April 4, 2025. Applications will be reviewed, and some applicants will be asked to appear in Baton Rouge, Louisiana for an interview. The applicants will be expected to cover their travel and lodging expenses for these interviews if selected to participate.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. The statements are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

LDAA is an equal opportunity employer. We prohibit discrimination and harassment of any kind based on race, gender, religion, national origin, disability, political affiliation, or any other protected characteristic as outlined by federal, state, or local laws.