

**DeKalb County District Attorney's Office**  
**File Clerk, UIFSA Division**

The DeKalb County District Attorney's Office is currently accepting resumes for a File Clerk for its Uniform Interstate Family Support Act (UIFSA) Division. UIFSA prosecutes establishment and enforcement interstate child support cases. Principal duties and responsibilities include, but are not limited to the following:

Under general supervision and according to detailed instructions, files all mail and pleadings received on responding and initiating cases. Has the ability to maintain the active and closed case file rooms including, but not limited to: monitoring and maintaining file rooms for cleanliness and organization; pulling files as needed for team members casework; shift active and closed files as needed; purge active files as needed (locate and IA Cases); monitors locate case log; manage daily closed files; communicates with case manager regarding change in file status; purge financial documents from files per IRS requirements; create new files when needed; update records with new files and information; box/label closed files as needed. File Clerk must maintain knowledge of office procedures related to file maintenance. The File Clerk must be organized, and have an advanced understanding of confidentiality and data protection procedures. He/she must also have the ability to navigate the STARS case management system and the ability to alphabetize documents, papers and files according to content, types, dates, significance etc. Must also keep a safe and clean file room area by complying with procedures, rules, and regulations; maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs; contributes to team effort by accomplishing related results as needed; provides assistance to other administrative staff as necessary. The File Clerk will serve as the back up to the receptionist (to include all receptionist duties). File Clerk will relieve the receptionist for breaks and lunches and will cover the front desk from 4:30 to 5:00 p.m. He/she will assist in processing Federal Income Withholdings (FIWs) and copy and mail case transfers. The File Clerk must also maintain a positive working relationship with the customers, child support agencies, management, peers and others; and, perform other duties as assigned.

**Qualifications/Requirements**

Proven work experience as a File Clerk, Clerk or similar role. Must have knowledge of filing systems. The ideal candidate must possess an Associate's or Bachelor's Degree. The position requires working knowledge of Microsoft Office Suite, Excel, and Power Point. Additionally, must be able to type 50 wpm and be able to multitask and handle high volume work assignment under time constraints with dedication to produce quality work product. Must have hands-on experience with office equipment (e.g. computers, fax machines and printers).

**Knowledge/Skills/Abilities**

The successful candidate must possess excellent communication skills, both oral and written; critical thinking skills; problem solving ability; ability to be resourceful and proactive when issues arise; customer service experience and proficiency; excellent written and verbal communication skills, ability to handle a variety of responsibilities; strong organizational skills and attention to detail are a must. Experience with the DCSS STARS database is a plus; interpersonal skills are necessary, with the understanding that you will be speaking with non-custodial and custodial parents from various backgrounds; must be able to work well in a team environment, while at the same time having the ability to work independently; must demonstrate a strong sense of personal responsibility; and a commitment to serving the community and working with the public.

Employment is contingent upon the completion and satisfactory results of a criminal background check and physical/drug screen. Salary and benefits will be commensurate with experience.

**Interested candidates should email a resume and cover letter, by January 24, 2022, to: Kamilah Miller, Deputy Chief Assistant District Attorney, UIFSA Division, [kemiller@dekalbcountyga.gov](mailto:kemiller@dekalbcountyga.gov) .**