INTERNSHIP & VOLUNTEER OPPORTUNITY

The Office of the Attorney General Child Support Division is responsible for the establishment and enforcement of child support in Texas. Currently, we have several unpaid intern and volunteer positions available in our offices. If you are interested in the following opportunities, please contact Alicia Alvarado at (512) 358-3215 or 1-888-687-6063 EXT. 26, Alicia.Alvarado@cs.oag.state.tx.us

CHILD SUPPORT OFFICER ASSISTANT
Assists the Child Support Officer with research, verifies and evaluates data, handles Customer inquiries and operates personal computers. Provides support with establishment and/or enforcement cases, assists with investigations in locating absent parents and makes recommendations on appropriate course of action to collect child support. May attend court hearings and provide assistance to staff.

CHILD SUPPORT LITIGATION ASSISTANT
Provides legal administrative assistance. Helps staff prepare legal documents for filing and assists in maintenance of court dockets. Assists in preparations of pleadings and accesses the child support computer system to track and update cases. Works with the legal team under the direction of the section leader. May attend court hearings and provide assistance to staff.

ADMINISTRATIVE ASSISTANT
Enters and retrieves data utilizing an automated system. Creates and maintains files. Disseminates mail and other documents. Performs other complex clerical tasks.

MINIMUM QUALIFICATIONS:
- High School graduate or GED
- Knowledge and use of standard office equipment and personal computer
- Ability to maintain confidential records
- Ability to work in a fast paced environment with minimal supervision
- Good communication and organizational skills
- Provide quality customer service