



ATTORNEY GENERAL OF TEXAS  
GREG ABBOTT  
CHILD SUPPORT DIVISION

***Agency Profile:***

Attorney General of Texas – Child Support Division – Special Collections Unit

The Office of the Attorney General is the official child support enforcement agency for the State of Texas. The mission of the Child Support Division is to assist parents in applying for financial support necessary for children to grow up and succeed in life. The division establishes paternity for children, establishes court orders for financial and medical support, and enforces support orders.

The Child Support Division's Special Collections Unit enforces court orders through several administrative and judicial processes, including: liens and levies on financial assets; liens and wage withholding orders on personal injury and worker's compensation claims; county liens preventing obligors from selling or refinancing their property; intercepting lump sum bonus payments paid by employers; QDROs (Qualified Domestic Relations Order) on retirement accounts; and other lump sum collection programs.

***Internship Responsibilities:***

Job duties performed by an intern include:

- Primary function will be the processing of documents to the asset holder and/or obligor
- Documenting case diaries regarding the action taken
- Follow-up on the status of the action

The internship will require training on the Texas Child Support Enforcement System (TXCSES) and laws, policies and procedures pertaining to the specific programs administered by the Special Collection Unit to fully understand the process (es). The potential internship hours are 8 am-5pm, Monday thru Friday. The work location is 3000 IH-35 S.

***Qualifications:***

Prospective interns will be working toward a degree in criminal justice, law enforcement or pre-law. Prospective interns will submit a writing sample. Interns must be able to provide their own transportation to the work location, and be available to work a set 15-20 hours a week for the length of the entire semester. The office environment requires that the intern dress in casual business attire, with ability to work with staff from various backgrounds and work experience.

***Background Check:*** Required on all applicants

***Pay Rate:*** Non-pay. Available for academic credit

***Dates Needed:*** Fall, Spring and Summer Semesters

***If Interested Contact:***

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