

Morrow County Job and Family Services

619 West Marion Road, Mt. Gilead, Ohio 43338

419-947-9111



Morrow County Job and Family Services is seeking to fill a Child Support Attorney/Administrator position for their Child Support Unit.

MINIMUM QUALIFICATIONS:

1. Must have a minimum of one year of CSEA supervisory experience
2. OR education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must maintain current license to practice law in Ohio. Must possess a valid Ohio driver's license and maintain required vehicle insurance limits.

CLASSIFICATION:

Child Support Attorney/Administrator – Pay Range 13, starting at \$20.77 per hour based on experience.

ESSENTIAL FUNCTIONS FOR INTAKE:

(40%) Regularly meets with Child Support staff to discuss and plan for possible and actual court cases. Consults with Child Support staff to coordinate services with judicial requirements. Attends regular meetings (staffings, and others as requested) to give legal input to Child Support Staff on cases referred for judicial enforcement, including criminal non- support. Direct and review fact gathering for court cases. Prepare and file all legal motions and/or amendments required as a result of staffings/case direction, including those cases involving paternity and support establishment. Abides by State mandates regarding timelines for filing case documents with the court. Prepares for court by consulting agency staff, reviewing the record, and preparing witnesses. Maintains awareness of case flow, case direction and timelines on all court involved cases and confer with case workers/supervisor as necessary. Help Agency staff in interpreting legal documents and directives from the court. Provides legal advice and consultation to agency staff. Is available for consultation with referred individuals in order to prepare necessary affidavits, and status of legal referral. Assists with obtaining client compliance as well as with interviews of parties involved in child support referred cases. Prepares witnesses for testimony prior to court hearings.

(15%) Supervises CSEA Supervisor and establishment Case Manager in the Child Support Unit. Indirectly supervises other Case Managers in the Unit. Schedules, assigns and reviews work; evaluates performance; completes annual staff evaluations of performance; initiates discipline and commendations. Recommends personnel actions (e.g. promotions, suspensions, terminations, transfers, etc.). Authorizes leaves of absence, sick and vacation leave. Provides training, guidance and direction. Interviews employee applicants and makes recommendations for hire. Provides and documents regular supervision of subordinates. Assists coworkers and subordinates in performance of duties. Trains CSEA Supervisor in his/her duties.

(10%) Attends meetings, seminars and training sessions, including available and appropriate video conferences to assist with sharing of necessary information regarding various programs and procedures pertinent to the unit. Serves on committees and attends meetings to enhance the delivery of services to the agency's clients.

(5%) Prepares IV-D Contracts for Sheriff's Office, Magistrates, Prosecutor and Clerk of Court. Reviews and approves IV-D county contractors' invoices and monthly billing. Sends billing approval letters to Fiscal and contractors.

(5%) Serve as a liaison to The Court, Prosecutor's Office, and other attorneys and legal/judicial entities. Discuss legal aspects of Agency services with clients and others as needed.

(5%) Provides legal advice, consultation and research to agency staff on Child Support, Children Services, fraud issues, contract issues, and other matters of concern. Confers with other attorneys, including the Prosecutor's Office, regarding agency involved court cases or possible legal actions. Assists in the legal aspects of fraud cases for public assistance programs. Conducts research and offers interpretation of law regarding fraud. Acts as legal back up to Children Services attorney and unit in the absence of legal council for the Children Services unit.

(5%) Drafts, reviews and monitors Agency contracts and assists in the recovery of any funds we are required to recover due to breach of contract or audit findings.

(5%) Identify and disseminate key legal/judicial information to Agency staff and other key stakeholders. Develop and conduct comprehensive legal training for staff and other key stakeholders as needed.

(5%) Maintains current knowledge on legal and judicial aspects of child support including appeals, Supreme Court decisions and opinion letters. Interpret new and revised ORC statutes and OAC rules as they relate to these areas. Attends meetings, training sessions, and conferences as necessary.

(5%) Attends to any other legal matters in which the Agency needs assistance. Does public speaking, as required. Prepares and maintains Unit statistics on activity as needed by MCJFS Director. Other duties as assigned.

FRINGE BENEFITS:

- Health, dental and vision insurance
- Paid sick leave (if leave available)
- Paid vacation (after one year of service)
- OPERS
- Deferred compensation plans available

Employee Perks:

- Four, ten-hour work day options
- On site workout room

Application must accompany resume and may be found on our website (www.jfs.morrowcountyohio.gov).

Mail, fax or email completed application & resume to: Sundie Brown 619 W. Marion Rd., Mt. Gilead, OH 43338.
Fax: 419-947-9115. Email: Sundie.Brown@jfs.ohio.gov.

Applications will be accepted until position is filled.

NOTE: Due to the volume of applications we receive, we are unable to take phone calls regarding this employment opportunity. Please be assured that your application and resume will be reviewed and we will contact you if we wish to set up an interview.