

## ***Crawford County Job and Family Services***

*Income Maintenance\*Workforce Development\*Child Support Enforcement\*Children Services*

### **JOB & FAMILY SERVICES**

224 Norton Way  
Bucyrus, Ohio 44820  
Tel 419-562-0015  
Fax 419-563-9797

### **CHILDREN SERVICES**

224 Norton Way  
Bucyrus, Ohio 44820  
Tel 419-563-1570  
Fax 419-562-0050

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### **VACANT POSITION**

**Child Support Case Manager**  
**SUPERVISOR: CSEA Administrator**  
**UNIT: CSEA**

**PCN: 18010.0**  
**RANGE: 04**  
**BASE: \$15.20**

\*\*\*EQUAL OPPORTUNITY EMPLOYER\*\*\*

**IF YOU ARE INTERESTED AND YOU MEET THE QUALIFICATIONS, AN APPLICATION, COVER LETTER AND RESUME MUST BE SUBMITTED DURING THE POSTING DATES LISTED BELOW.**

CONTACT INFORMATION: ATTN: ANDREA TRUEX

[Andrea.Trux@jfs.ohio.gov](mailto:Andrea.Trux@jfs.ohio.gov) OR MAIL TO: CRAWFORD COUNTY JOB AND FAMILY SERVICES,  
224 NORTON WAY, BUCYRUS, OH 44820.

**POSTING DATES: April 26, 2021-May 7, 2021**

### **DUTIES**

Manages child support cases in accordance with Federal, State & Local laws and procedures. Conducts interviews for all case types regarding establishing or enforcement of child support. Conducts investigations of parents in regard to location and employment. Most investigations are conducted in the office, but some field investigation may be necessary. Maintains case activity and records in computer and in case file. Monitors records of support payments. Thoroughly and timely reviews computer-generated default list and sends required letters to delinquent payors. Keeps a tickler system of case activity for further monitoring. Prepares cases for referral to legal section for enforcement action through the court. Cooperates with attorney, law enforcement officers, and courts on cases of prosecution. Testifies in court as requested. Reviews requests for establishing court or administrative support orders or modifications. Gathers all required documentation and verifications for same and accurately prepares calculation for supervisory approval. Compiles information for required reports relative to child support. Attends meetings, workshops and training sessions. Performs other duties as required by supervisor and administration. An essential function of this position is regular and predictable attendance.

### **MINIMUM QUALIFICATIONS**

Completion of two years technical training or undergraduate major core coursework in in criminology, social work, psychology or related field. - Or two years' experience in performing child support functions to include conducting investigations to locate absent parents, establishment of paternity, and enforcement of child support orders. - Or one course or six months experience in interviewing techniques, one course or six months experience in business math, one course or six months experience in case preparation techniques, one course or six months experience in techniques of writing, and one course or six months experience in typing, keyboarding or word processing. Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.