

# **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

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

## **VACANT POSITION**

**Child Support Case Manager      Base pay rate: \$17.70 per hour**

*See attached Position Description*

If you are interested and you meet the qualifications, an application, cover letter and resume  
MUST be submitted.

### **MINIMUM QUALIFICATIONS**

Completion of two years technical training or undergraduate major core coursework 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 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.

**Submit application and resume with cover letter to the attention of:**

**Julie Shay**

**Email: [Julie.Shay2@jfs.ohio.gov](mailto:Julie.Shay2@jfs.ohio.gov)**

**Regular mail: Crawford County Job & Family Services**

**224 Norton Way**

**Bucyrus, OH 44820**

**OR online at [www.Crawfordcountyjfs.org](http://www.Crawfordcountyjfs.org)**





**Title: Child Support Case Manager**

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**Title: Child Support Case Manager**

**UNUSUAL WORKING CONDITIONS / HAZARDS**

The position does not require any unusual physical effort or exertion. As most investigations are conducted in-house, there is usually no physical danger to the employee.irate clients and other persons contacted in the course of the investigation could present a hazard. However, serious problems occur infrequently.