

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

Account Clerk 2

Child Support Enforcement Unit 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 during the posting dates listed below.

POSTING DATES: Until filled

MINIMUM QUALIFICATIONS

Twelve months experience as an Account Clerk 1.

OR formal education in arithmetic that includes addition and subtraction, and reading and writing common English vocabulary. Also requires one course or six months experience in typing or keyboarding and one course or six months experience in 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

Regular mail: Crawford County Job & Family Services

224 Norton Way

Bucyrus, OH 44820

OR online at www.Crawfordcountyjfs.org

Crawford County Department of Job & Family Services
POSITION DESCRIPTION

Title: Account Clerk 2	Immediate Supervisor: Case Mgr/Inv Supervisor 1
Normal Working Hours: Between 7:30 a.m.-4:00 p.m. (Mon. - Fri.)	
PCN: 18021.0	Class #: 70112
<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime Eligible: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt
	Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent <input type="checkbox"/>
If FLSA exempt, exemption type: 	

Job Duties in order of Importance

50%	Analyzes, prepares, and reconciles various CSEA accounts; Researches IRS and ODT reports and makes account adjustments accordingly; Initiates and maintains recoupment accounts; Reviews unclaimed funds to attempt distribution prior to the submission to Ohio Department of Commerce; Reviews distribution on IV-E cases to ensure proper disbursement of funds; Monitors and appropriately releases held allocated and unallocated funds; Works a variety of daily, weekly, monthly, and annual reports to ensure funds are disbursed appropriately.
25%	Calculates child support arrearages for certification to clients, attorneys, and courts; Reconciles discrepancies with arrearage amount prepared in computer; Verifies calculations of current spousal, medical, arrearage, and processing fees; Operates computer to retrieve information on collections, arrearages, data entry on computer.
15%	Monitors and research individual child support payments to ensure appropriate application; Researches problematic payments and corrects, reverses, and transfers funds to appropriate cases; Interacts with employers, obligors, and obliges to ensure accuracy of payments; Audits cases and works directly with clients to resolve questions.
5%	Reviews Financial Institution Data match reports and issues directives to withhold and/or release funds from those accounts; Answers client questions relative to the seizure of accounts.
5%	Other duties as assigned.
<p>**An essential function of this position is regular and predictable attendance.</p>	

List Position Numbers and Class Titles of positions supervised. If more than eight, list titles only.	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; width:60%;"></td> <td style="border-top: 1px solid black; width:40%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Director's Signature</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Employee's Signature</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> </table>			Director's Signature	Date	Employee's Signature	Date
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UNUSUAL WORKING CONDITIONS / HAZARDS

The incumbent has almost no responsibility for the safety of others. Errors will not normally result in injury to others. Additionally, the position involves very limited probability of any injury, but minor risks related to injuries involving an office setting, such as tripping and falling, do exist.