

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. This position is posted until filled.

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

Regular mail: Crawford County Job & Family Services

224 Norton Way

Bucyrus, OH 44820

Online application at www.Crawfordcountyjfs.org

Crawford County Department of Job & Family Services

POSITION DESCRIPTION

Title: Child Support Case Manager	Immediate Supervisor: Case Mgr/Inv Supervisor 1
Normal Working Hours: Between 7:30 a.m.-4:00 p.m. (Mon. - Fri.)	
PCN: 18007.0	Class #: 30143
<input checked="" type="checkbox"/> Classified Overtime Eligible: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt <input type="checkbox"/> Unclassified	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%	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.
25%	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.
20%	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.
5%	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.	

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: 70%;"></td> <td style="border-top: 1px solid black; width: 30%;"></td> </tr> <tr> <td style="text-align: center;">Director's Signature</td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="border-top: 1px solid black;"></td> <td style="border-top: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Employee's Signature</td> <td style="text-align: center;">Date</td> </tr> </table>			Director's Signature	Date			Employee's Signature	Date
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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. Irrate clients and other persons contacted in the course of the investigation could present a hazard. However, serious problems occur infrequently.