



Hancock County

Job & Family Services

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Randall L. Galbraith, Esq, Director

ABOUT US

Hancock County Job and Family Services provides our clients with help for today and hope for tomorrow. The goal of the Hancock County Child Support Enforcement Agency is to ensure that all children are supported financially by both parties.

POSITION

Child Support Legal Assistant

POST DATES

4/19/2024 – 5/3/2024 or until filled

BENEFITS

- 12+ Paid Holidays
- Immediate Vacation and Sick Leave Accrual
- Medical, Dental, Vision, and Prescription Coverage
- Access to County Vehicles for Work Purposes
- Deferred Compensation Plan
- Retirement Plan with Ohio Public Employees Retirement System
- Discounts at Select Local Businesses
- Student Loan Forgiveness

JOB DUTIES

- Prepare Legal Documents, such as Judgment Entries, Praecipes, and Magistrate Orders
- Prepare Needed Copies of Documents and Scan All Court Entries
- Distribute Documents to Appropriate Parties, such as Case Managers, Supervisors, Attorneys, and Clients
- Research All New Referrals
- Ensure All Required Documents are Received from Child Support Staff
- Prepare Correspondence, Schedules, Forms, and Lists Related to Child Support Functions
- Research and Gather Documentation
- Organize Case Files for Attorneys
- Demonstrate Ability to Prioritize Cases and Maintain Strict Deadlines
- Proof All Materials for Accuracy
- File All Court Documents in a Timely Manner
- Coordinate Court Hearings Between Staff Attorneys and Court
- Prepare Weekly Court Hearing List for Attorneys
- General Clerical Tasks, such as Screening and Routing Calls and Answering General Questions

WAGE

- Starting at \$15.77/hour

MINIMUM QUALIFICATIONS

- Twelve months experience as a Clerical Specialist 3, 10113.
- OR completion of two years of technical training in office administration/secretarial science.
- 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. In addition, applicants must have an additional twelve months previous clerical experience in a position similar to a Clerical Specialist 3, 10113.

HOW TO APPLY

- Apply on Indeed, submit a resume by mail, in person, or by email. Emails can be addressed to Chelsea Wentling at chelsea.wentling@jfs.ohio.gov

All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, ancestry, sexual orientation, veteran status, disability or age.