

NOTICE OF VACANT POSITION

Address all inquiries to: Chelsea Wentling / HR Officer
Hancock County Job & Family Services
PO Box 270, 7814 Co. Rd. 140
Findlay, Ohio 45839

Post Date: July 6, 2023

Base Pay: \$24.78/hour

End Date: July 31, 2023 or until filled

Work Unit: Child Support Enforcement

Working Title of Position: Attorney

This is a full-time position. Core agency hours are Monday - Friday, 8:00 a.m. to 4:30 p.m.

JOB DUTIES:

We are seeking an attorney to represent the Child Support Enforcement Agency and supervise child support staff.

The attorney will be responsible for preparing and independently trying child/spousal support cases, handling appeals, holding administrative hearings, and negotiating out-of-court settlements when necessary. The attorney will also provide legal advice to this agency, review agency programs and policies, conduct research and prepare legal documents, and supervise certain child support staff. Additionally, the attorney will maintain agency Civil Rights, LEP, and ADA policies to ensure compliance.

The attorney will also attend work related trainings and conferences to remain up to date on changing rules and laws and establish a positive rapport with the court. This is a great position for an attorney entering or re-entering the workforce, who enjoys a fast-paced environment. We offer a competitive benefits package and retirement plan.

This description serves as a general summary of duties and is not indicative of every task involved in this role. Find out more by reviewing the posting on our website, <https://co.hancock.oh.us>, under jobs.

Those interested may submit a resume by mail, in person or by email. Emails can be addressed to Chelsea Wentling at chelsea.wentling@jfs.ohio.gov

MINIMUM QUALIFICATIONS:

- Admission to the Ohio Bar per Section 4705.01 of the Ohio Revised Code.
- Knowledge and experience in Family & domestic law preferred.