

# Child Support Case Manager I



Wayne County  
CSEA

## Benefits to joining our team:

- Pay range is \$20.78-\$29.09/ hour
- Full-time employment
- Impressive benefit package:
  - ❖ Health, vision, dental, life insurance, public retirement
- 11 paid holidays
- Vacation leave
- 15 paid sick leave days/year
- Healthy Work Life Balance

## How to apply:

- E-mail cover letter, resume, and county application to [Nathan.Franck@jfs.ohio.gov](mailto:Nathan.Franck@jfs.ohio.gov) –or–
- Mail or deliver cover letter, resume, and county application to Wayne County Child Support Enforcement Agency, Attn: Nate Franck, Assistant Director, 428 W. Liberty St, Suite 11, Wooster OH 44691
- County applications available at <https://www.wayneohio.org/employment-opportunities>

Wayne County CSEA is an Equal Opportunity Employer.  
Reasonable accommodation is available  
to all employees and applicants.

## Position Overview:

Under the direction of the Child Support Enforcement Supervisor, the Child Support Case Manager is responsible for conducting and performing all necessary actions on cases to ensure compliance with federal, state and county policies and procedures. Provides support to the agency, including front-desk coverage, greeting customers, processing incoming mail and court orders. Conducts interviews and in-house research to locate parents, enforce child support obligations, and effectively manage cases. The Child Support Case Manager will frequently work alongside other Child Support Case Managers for related duties, cases and responsibilities in accordance with federal, state and county policies and procedures.

## Minimum Qualifications:

- Must be at least 18 years of age.
- Must have reliable transportation.
- Must successfully pass an FBI/BCI background check prior to employment.
- Must be able to efficiently use computers and various software programs, including email, word processing, and agency-specific systems.
- Experience preferred in case management and records management.

**Strong attention to detail, accuracy, and the ability to manage multiple tasks in a government environment are essential.**

The position is open until filled with priority consideration  
given to applications received by Monday, March 16, 2026.

Date posted: March 2, 2026.



We're Hiring!