

**OFFICE OF PROSECUTING ATTORNEY
CHILD SUPPORT ENFORCEMENT AGENCY
WAYNE COUNTY, OHIO**

DANIEL R. LUTZ
PROSECUTING ATTORNEY

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**EMPLOYMENT OPPORTUNITY
SUPERVISING ATTORNEY**

The Wayne County Prosecuting Attorney and the Wayne County Child Support Enforcement Agency is seeking to fill an opening for a Supervising Assistant Prosecuting Attorney. This position is full-time, unclassified, and FLSA exempt. Wayne County benefits, including health insurance, life insurance, vacation leave, and sick leave, are available. The starting wage for this position is commensurate with experience and level of skills, abilities, and knowledge as outlined below. Upon successful completion of the probationary period, this position is eligible for remote work.

Qualifications: Must possess a Juris Doctorate degree. **Must be licensed to practice law in the state of Ohio and be a member in good standing with the Supreme Court of Ohio.** Trial and child support experience is preferred but not required.

Duties: Participates in and conducts litigation proceedings. Ensures all information is thoroughly prepared and ready for court hearings. Attends and represents the Child Support Enforcement Agency (CSEA) in matters before Wayne County Juvenile and Domestic Relations Court. Reviews cases and determines actions to be taken. Prepares various basic and complex legal documents independently.

Provides direct supervision and performance management to Legal Case Managers/Investigators and Legal Specialist.

Knowledge, Skills and Abilities: Thorough knowledge of local, state and federal processes and procedures that impact the department and child support program. Maintain all continuing education requirements as established by the Supreme Court of Ohio. Ability to provide legal guidance to the CSEA. Ability to think fast on one's feet, a strong sense of professional behavior, impeccable integrity, and an ability to work efficiently and effectively under pressure in a fast-paced environment. Ability to coordinate, motivate and direct employees. The successful candidate must possess superior organizational skills and be proficient in computer operations including Microsoft Office Suite. The successful candidate must possess superior oral and written communication skills, work independently, extract information from various sources and present and explain relevant policies and procedures.

Applications: Must be 18 years or older to apply. Submit a Wayne County Employment Application, resume and cover letter outlining your ability to fulfill the responsibilities of this position to Shayne M. Oehlhof, Wayne County CSEA Director, 428 W. Liberty St., Suite 11, Wooster, Ohio 44691 or via e-mail at Shayne.Oehlhof1@jfs.ohio.gov. Applications are at the Commissioners' Office, 428 W. Liberty Street, Wooster, Ohio 44691 or via the internet at <https://www.wayneohio.org/employment-opportunities>.

**We are an equal opportunity employer that does not discriminate based on sex, race, creed, color, age,
national origin, or disability.**

**Date posted: October 21, 2021
End date: November 5, 2021 or until filled**