

We are looking for a self-motivated person with an attention to detail who wants to make a difference in the lives of children and their families.



Wayne County
CSEA

Legal Specialist II

Benefits to joining our team:

- Pay range is \$15.84-\$19.80/ 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
- Hybrid Remote Opportunity after probationary period
- Healthy Work Life Balance

How to apply:

- Email, mail or deliver cover letter, resume, and county application to *Shayne M. Oehlhof, Director, Wayne County Child Support Enforcement Agency, 428 W. Liberty St, Suite 11, Wooster OH 44691*
- Email: Shayne.Oehlhof1@jfs.ohio.gov
- County applications can be found at: <https://www.wayneohio.org/employment-opportunities/>

**Wayne County CSEA
is an Equal Opportunity Employer**

Position Overview:

The Legal Specialist II drafts accurate legal documents and correspondence for attorney(s) within required timeframes. Processes hearing notices and maintains attorney calendar. Additionally, manages e-filing and service of process of court documents. Provides front desk coverage, e.g. greets and assists customers with payments and case questions. Keeps abreast of changes in the child support program, laws, policies and procedures. Other duties as assigned.

Minimum Qualifications:

Must be at least 18 years of age. Must possess a high school diploma and a valid drivers license. Applicants must pass a basic word processing/typing and mathematical skills assessment during the initial interview process and must pass a FBI/BCI background check prior to employment.

The position is open until filled with priority consideration given to applications received by Friday, October 6th, 2023. Date posted: September 21, 2023.



SCAN ME

We're Hiring!