

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 \$16.81-\$21.01/ 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 *Daniel Starett, Supervising Attorney*, Wayne County Child Support Enforcement Agency, 428 W. Liberty St, Suite 11, Wooster OH 44691
- Email: Daniel.Starett2@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. Additionally, applicants must pass a FBI/BCI background check prior to employment. Legal drafting experience and/or familiarity with court process is preferred.

**The position is open until filled with priority consideration given to applications received by Friday, February 9th, 2024. Date posted: January 23, 2024.**



We're Hiring!