



*Ashland
County
Department of Job
& Family Services*

*Director J. Peter
Stefaniuk*

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*Ashland County JFS is
an equal opportunity
employer and does not
discriminate on the basis
of race, color, national
origin, sex, sexual
orientation, genetic
information, religion,
age, disability, or
military status in
employment or the
provision of services.*

FULL-TIME JOB OPPORTUNITY

Position: Child Support Case Manager (CSEA)

Full time: \$17.10 - \$20.52

Division: Child Support Enforcement Agency

Ashland County DJFS is seeking highly motivated, compassionate, and dedicated individuals to join our team.

Primary Duties (non-exclusive): Manages all aspects of child support/medical support cases in accordance with federal, state and local laws and procedures; processes appropriate documentation for child support cases; enters, maintains, and tracks date with the Support Enforcement Tracking System (SETS) or other computerized system; prepares cases for referral to court for legal action; testifies in court, if necessary.

Qualifications: (1) Completion of two years technical training or undergraduate major core coursework in criminology, social work, psychology or related field; or (2) two years' experience in performing child support functions to include conducting investigations to locate absent parents, establishment of paternity and enforcement of child support orders; or (3) one course or six months experience in interviewing techniques, one course or six months experience in business math, one course or six months experience in techniques of writing, and one course or six months experience in typing, keyboarding or word processing; (4) A valid Ohio driver's license (5) All positions are subject to employment verification, criminal background check, fingerprinting, alcohol and drug screening, motor vehicle report check, SACWIS AP search, and approval by the Ashland County Commissioners.

WHY WORK FOR ACDJFS?

- **Health Care Benefits**
- **Flexible Scheduling**
- **Generous Leave** - personal leave available for immediate use; compensatory time; vacation time; sick leave incentive program allowing accrual of additional leave or pay every 90 days.
- **Longevity Pay Increases**
- **OPERS**
- **Positive and Supportive Environment**

How to Apply: Interested candidates should submit: (1) a cover letter (2) a resume (3) a list with three professional references (4) and a completed civil service application to Linda Allton via email: Linda.Allton@jfs.ohio.gov or by mail at: 15 West Fourth St., Ashland, Oh 44805.