



*Ashland
County
Department of Job
& Family Services*

*Director J. Peter
Stefaniuk*

*15 West Fourth St.
Ashland, OH 44805*

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www.ashlandjfs.org

*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: Attorney / Human Resources Administrator

Full time: \$80,000 / year

Division: Administration / Children's Services Unit

Ashland County DJFS is seeking highly motivated, compassionate, and dedicated individuals to join our team in ensuring child safety while promoting family growth and accountability.

Primary Duties (non-exclusive): Duties include representing the Ashland County Department of Job & Family Services (Public Child Welfare Agency/Children Services Division) in prosecution of child abuse, neglect, and dependency cases and adult protective services cases in the Ashland County Common Pleas, Juvenile Court and Probate Court and other courts, including appellate courts; Represent the agency in all stages of litigation in child welfare/and adult protective cases and other family law cases. Assist with agency recruitment and hiring; Develop and carry out agency policy implementation and enforcement; Investigate disciplinary matters.

Qualifications: Preferred to have at least one year of experience in representing a public child welfare agency or other commensurate experience. Preferred that this experience should be in all or most of the same areas and duties covered under this position.

- (1) Required to have completed an undergraduate degree and law degree.
- (2) Required to be admitted to practice law in Ohio and maintain that license in active status and in good standing.
- (3) A valid Ohio driver's license
- (4) 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.

Civil Service Application can be found at https://www.ashlandjfs.org/civil_service_application.pdf.