



Hancock County Job & Family Services

P.O. Box 270
7814 Co. Rd. 140
Findlay, Ohio 45839
TOLL FREE: (800) 228-2732
PHONE: (419) 422-0182

Randall L. Galbraith, Esq, Director

ABOUT US

Hancock County Job and Family Services provides our clients with help for today and hope for tomorrow. The goal of the Hancock County Child Support Enforcement Agency is to ensure that all children are supported financially by both parties.

POSITION

Child Support Case Manager

POST DATES

4/2/2024 – 5/2/2024 or until filled

BENEFITS

- 12+ Paid Holidays
- Immediate Vacation and Sick Leave Accrual
- Medical, Dental, Vision, and Prescription Coverage
- Access to County Vehicles for Work Purposes
- Deferred Compensation Plan
- Retirement Plan with Ohio Public Employees Retirement System
- Discounts at Select Local Businesses
- Student Loan Forgiveness

JOB DUTIES

- Manage Child Support Cases in Accordance with Federal, State, and Local Laws
- Conduct Interviews and Investigations for Child Support Cases
- Use Established Methods to Locate Absent Parents
- Gather Information on the Absent Parent's Ability to Pay Child Support
- Follow Procedures to Establish Paternity if Necessary
- Maintain Factual and Accurate Records
- Prepare Cases for Legal Action to Obtain Child Support Orders
- Prepare and File Non-Support Complaints
- Prepare and File Modifications of Existing Orders
- Work with Staff Attorney
- Document All Changes and Court Actions
- Complete Monthly Reports
- Prepare Arrearage Statements
- Calculate Arrearage, Issue Wage Assignments, Offsets, and Lump-Sums
- Respond to Custodial Parent, Caretaker, and Non-Custodial Parent Inquiries
- Cooperate with Local Authorities to Assist in Location, Collection, and Enforcement of Child Support
- Testify in Court if Necessary



Hancock County Job & Family Services

P.O. Box 270
7814 Co. Rd. 140
Findlay, Ohio 45839
TOLL FREE: (800) 228-2732
PHONE: (419) 422-0182

Randall L. Galbraith, Esq, Director

WAGE

- Starting at \$17.93/hour

MINIMUM QUALIFICATIONS

- Completion of two years technical training or undergraduate major core coursework in criminology, social work, psychology, or related field
- OR 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 one course or six months experience in interviewing techniques, business math, case preparation techniques, techniques of writing, and typing, keyboarding, or word processing
- OR education, training, and/or experience in an amount equal to the minimum qualifications stated above

HOW TO APPLY

- Apply on Indeed, submit a resume by mail, in person, or by email. Emails can be addressed to Chelsea Wentling at chelsea.wentling@jfs.ohio.gov.

All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, ancestry, sexual orientation, veteran status, disability or age.