



Stacy Cox, MSW  
Director

# CHAMPAIGN COUNTY

## DEPARTMENT OF JOB & FAMILY SERVICES

### NOTICE OF JOB OPPORTUNITY

#### **Child Support Case Manager**

The Champaign County Department of Job and Family Services is accepting resumes for the position of Case Manager in the Child Support Unit.

#### **MINIMUM QUALIFICATIONS:**

Must have any combination of training and work experience, which indicates possession of the skills, knowledge, and abilities necessary to perform this job. An example of acceptable qualifications for this position may include experience or course work in child support enforcement techniques, knowledge of Microsoft Office Suite, strong math skills, deductive reasoning skills, good verbal, and written communication skills. Child support program experience, intergovernmental knowledge and college coursework preferred but not required.

**PAY RANGE:** \$33,217.60 to \$41,475.20 annually based on experience.

#### **DUTIES:**

Primary duties of this position are Child Support Case Management/Customer Service. The person in this position will manage the cases on which a support order has been established. Processing includes verbal and written consumer communications, issuance of child support and medical support withholding orders, initiation of bank account withdrawals, reviewing cases with non-payment for potential legal action, and preparation of financial audits and legal documentation.

#### **FRINGE BENEFITS INCLUDE:**

- Flexible work hours offered between 7:00 am and 5:30 pm depending on agency needs
- Medical, dental, vision, and life insurance available
- Employee, spouse, and family health insurance paid at 80%
- Employee paid dental, vision, and life insurance
- Employee assistance program provided to employees and their households
- Wellness program for employees and spouses enrolled in a medical insurance plan
- Paid sick leave if earned leave is available
- Paid vacation after 1 year of service or with 1 year of prior countable service
- Ohio Public Employees Retirement System (OPERS) pickup
- Deferred compensation plans available

**Qualified applicants should submit their cover letter and resume to:**

Human Resources  
champ\_careers@jfs.ohio.gov  
Champaign County Department of Job and Family Services  
1512 S. US Highway 68, Suite N100, Urbana, OH 43078  
937-484-1500 ext. 2747

**This position will remain open until filled**  
**Champaign County is an Equal Opportunity Employer**