



## POSITION AVAILABLE:

### CSEA Attorney

**POSTING DATE:** Friday, April 30, 2021  
**DEADLINE TO APPLY:** Open until filled

**DEPARTMENT:** Job & Family Services / Child Support Enforcement & Public Assistance  
**LOCATION:** Ravenna, OH

**WORKING HOURS:** 8:00 a.m. to 4:30 p.m. Monday-Friday  
**SALARY:** \$22.50 - \$33.59/hour  
**FLSA STATUS:** Classified, non-exempt

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#### JOB OBJECTIVES:

Under direct supervision of the CSEA Lead Attorney, incumbent conducts administrative child support hearings and provides legal representation in court for the Portage County Child Support Enforcement Agency ("CSEA") pertaining to all statutory requirements as well as Public Assistance overpayment claims.

#### MINIMUM QUALIFICATIONS:

Possession of a Juris Doctorate degree and current license to practice law in the state of Ohio. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

#### EXAMPLE OF DUTIES:

Provide legal representation in court for the Portage County CSEA pertaining to all statutory requirements including, but not limited to, pre-trial motions/hearings, enforcement actions on existing child support orders, UIFSA petitions, administrative paternity/child support order, and review and adjustment proceedings. Incumbent reviews cases and associated files prior to hearings. May prepare legal documents in appropriate court with jurisdiction in Public Assistance matters regarding unpaid, delinquent overpayment claims incurred by current or past clients in receipt of public welfare benefits. Provide legal representation in court for the Portage County Public Assistance Division pertaining to all statutory requirements including, but not limited to, small claims and felony court cases pertaining to unpaid; delinquent overpayment claims incurred by current or past clients in receipt of public welfare benefits.

For complete job description, click [HERE](#)

#### HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES  
449 S. MERIDIAN STREET, 7<sup>th</sup> Floor  
RAVENNA, OHIO 44266  
EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)