POSITION AVAILABLE:

Child Support Enforcement Paralegal

POSTING DATE: **Tuesday, July 5, 2022**
DEADLINE TO APPLY: **Open Until Filled**

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

WORKING HOURS: 8:00 a.m. to 4:30 p.m. Monday-Friday
SALARY: $18.99/hour
CIVIL SERVICE/FLSA STATUS: Classified, non-exempt

JOB OBJECTIVES:

The Child Support Paralegal is responsible to assist and provide a range of legal support and administration to the Child Support Administrator, Child Support Supervisors, Child Support Lead Attorney, Child Support Attorney and Child Support Specialists.

MINIMUM QUALIFICATIONS:

Possession of Associates Degree in Paralegal Studies or Ohio State Bar Association (OSBA) Paralegal Certification required. Ohio Notary Public License preferred. Must be able to type 40 w.p.m. and achieve 90% accuracy demonstrated through testing. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

EXAMPLE OF DUTIES (including but not limited to):

Draft legal documents including correspondence, notices, briefs, pleadings and motions, proposed magistrate's decisions and journal entries, appeals, arguments, contracts, service instructions, and legal memorandums. Prepare administrative hearing decisions, paternity determinations, orders, and notices. Manage and track the timely filing of documents such as but not limited to subpoenas, notices, and answers. Proficient with the Ohio Rules of Civil Procedure as well as the Ohio Revised Code and the Ohio Administrative Code. Coordinate and monitor service of process pursuant to the Ohio Rules of Civil Procedure. Prepare and file bankruptcy claims as well as foreclosure actions in various courts. Communicate with courts, attorneys, case managers and clients as necessary.

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, 7th Floor
RAVENNA, OHIO 44266
EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4504

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