FRANKLIN COUNTY CHILD SUPPORT ENFORCEMENT AGENCY
80 E. Fulton Street
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Support Officer 1 (Bargaining Unit) **PCN:** 084203

DEPARTMENT: Establishment **P.R.:** T9

REPORTS TO: Erica Cobb, Support Officer Supervisor

RESPONSIBILITIES: Review and interpret judicial and administrative orders, case narratives and other documents. Review and monitor cases for legal appropriateness. Prepare files and documentation when appropriate. Research, review, and/or investigate multiple sources for correct information and verification through various statewide, countywide, and federally linked computer databases. Correspond in writing with clients and other individuals to obtain information necessary for the execution of assigned duties. Attempt various location techniques to obtain service of necessary parties. Maintain, record, and track required information.

Provide general and specific information and respond to clients, the general public, other involved agencies and attorneys, via telephone, written letters, electronic mail and face-to-face discussions. Assist in covering caseloads for unit by performing casework, assisting walk-ins, and taking telephone calls.

MINIMUM QUALIFICATIONS: Bachelor's degree with coursework emphasis in business administration with six (6) months of social work experience; or any equivalent combination of training and experience.

STARTING SALARY: $16.61/hour, plus a comprehensive benefits package.
180 Day Probationary Period

DATE POSTED: Tuesday, May 10, 2016

DEADLINE TO APPLY: Monday, May 23, 2016

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply on-line.

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