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 2 (Bargaining Unit) **PCN:** 084201

DEPARTMENT: Establishment **PR:** T10

REPORTS TO: Erica Cobb, Support Officer Supervisor

PRIMARY RESPONSIBILITIES: Responsible for providing training and direction to Support Officer 1 employees within the assigned unit that are responsible for paternity or support obligations in accordance with applicable statutes, rules, regulations and other requirements in either the Enforcement or Establishment Departments. This position will also serve as a mentor to new employees, handling coverage (intake, or caseload) for vacancies and temporary absences within the assigned unit, answer and/or research difficult client calls and questions, and assist the Supervisor in writing policies and procedures and other assigned projects.

MINIMUM QUALIFICATIONS: Bachelor's degree with coursework emphasis in business administration with one (1) year social work experience; or any equivalent combination of training and experience.

STARTING SALARY: $18.81/hour, plus a comprehensive Benefits Package
180 Day Probationary Period

DATE POSTED: Wednesday, October 12, 2016

DEADLINE FOR APPLYING: Tuesday, October 25, 2016

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

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