INTERNAL POSTING ONLY

DATE POSTED: Wednesday, August 24, 2016
DEADLINE FOR APPLYING: Friday, August 26, 2016

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:** 084101

DEPARTMENT: Establishment **PR:** T10

REPORTS TO: Valerie Dillon, Support Officer Supervisor

LUNCH HOUR: As Assigned

RESPONSIBILITIES: Responsible for providing training and direction to Support Officer 1 employees within the assigned unit that are responsible for paternity in accordance with applicable statues, rules, regulations and other requirements in the Establishment Department. This position will also serve as a mentor to new employees, handling coverage (intake) for vacancies and temporary absences with the assigned unit, answering and/or researching difficult client calls and questions, and assisting 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 of social work experience; or any equivalent combination of training and experience.

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

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

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