

We are looking for a self-motivated and results-oriented person who wants to make a difference in the lives of children and their families.



Wayne County  
CSEA

## Administrative Hearing Officer

### Benefits to joining our team:

- Full-time employment
- Impressive benefit package:
  - ❖ Health, vision, dental, life insurance, public retirement
- 11 paid holidays
- Vacation
- 15 paid sick leave days/year
- Flexible Schedule
- Leadership and Personal Growth Opportunities
- Pay range is \$20.08 – \$28.12/ hour
- Hybrid Remote Opportunity

### How to apply:

- Mail or deliver cover letter, resume, and application to Wayne County Child Support Enforcement Agency, 428 W. Liberty St, Suite 11, Wooster OH 44691
- Attn: Shayne Oehlhof, Director
- or
- E-mail cover letter, resume, and application to [Shayne.Oehlhof1@jfs.ohio.gov](mailto:Shayne.Oehlhof1@jfs.ohio.gov)

**Wayne County CSEA  
is an Equal Opportunity Employer**

### Position Overview:

The Administrative Hearing Officer is responsible for conducting administrative hearings to determine paternity and child support obligations, administrative reviews (mistake of fact and review & adjustment of support orders, termination investigations) in accordance with applicable state statutes and policies. Positions in this class preside over hearings, deliberate and render written administrative decisions which affirm, reverse or modify existing decisions made by the child support enforcement agency. The Administrative Hearing Officer ensures due process protections and a consistent application of the child support administrative rules.

### Minimum Qualifications:

Must possess a high school diploma and a valid drivers license. Must possess or be able to acquire an Ohio Notary Public commission within 30 days of hire. Must be certified as a hearing officer through OCDA or have the ability to become certified as a hearing officer through OCDA within 30 days of hire. Experience with policies of Child Support program and Ohio Child Support Guidelines is preferred.

**Date posted: March 13, 2023**

**The position is open until filled with priority consideration given to applications received by  
Monday, March 27, 2023**

**We're Hiring!**