

**OFFICE OF PROSECUTING ATTORNEY
CHILD SUPPORT ENFORCEMENT AGENCY
WAYNE COUNTY, OHIO**

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**EMPLOYMENT OPPORTUNITY
INTAKE CASE MANAGER/INVESTIGATOR**

The Wayne County Child Support Enforcement Agency is seeking to fill an opening for an Intake Case Manager. This position is full-time (40 hours per week). Wayne County benefits, including health insurance, life insurance, eleven (11) paid holidays, vacation, and sick leave are available. The pay range for this position is \$14.44 to \$17.55 an hour. Starting rate will be based upon education and experience.

Duties: Processes IV-A, IV-E, and IV-D applications and approves/denies requests for services based upon applicable laws, policies and procedures. Works daily reports. Meets with parties, gathers information, and explains services and client's responsibilities. Coordinates, schedules, and completes genetic testing as necessary, and also schedules administrative hearings. Responds to telephone and written inquiries from customers, employers, and other local agencies. Maintains accurate SETS records. Ensures regulatory timeframes are met.

Proficiencies: The successful candidate must be highly proficient in office procedures and computer operations, including Microsoft Office Suite. The successful candidate will be proficient in word processing, organization, written & oral communications, and client interviewing techniques. The successful candidate must possess knowledge of child support practices and procedures, intermediate level mathematical principles, and court orders. The successful candidate must possess the ability to communicate effectively; work independently; extract information from various sources; read, copy and record information; analyze and interpret data; and prepare and maintain accurate documentation.

Applications: Must be 18 years or older to apply. **Qualified applicants should submit an application, cover letter and resume to the Wayne County Child Support Enforcement Agency, attn Director Shayne Oehlhof, 428 W. Liberty Street, Suite 11, Wooster, Ohio 44691 or via email to shayne.oehlhof1@jfs.ohio.gov. Applications are available at the Wayne County Commissioner's Office, 428 W. Liberty Street, Wooster, Ohio 44691 or online at <https://www.wayneohio.org/employment-opportunities>.**

THE WAYNE COUNTY CSEA IS AN EQUAL OPPORTUNITY EMPLOYER

**Date posted: November 12, 2021
Qualified applicants should apply by Monday, December 6th, 2021.**