

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

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**DANIEL R. LUTZ**  
PROSECUTING ATTORNEY

**SHAYNE M. OEHLHOF, DIRECTOR**  
428 W LIBERTY STREET SUITE 11  
WOOSTER, OHIO 44691

**EMPLOYMENT OPPORTUNITY  
Legal Specialist II**

The Wayne County Child Support Enforcement Agency is seeking to fill an opening for a Legal Specialist II. This position is full-time (40 hours per week). Wayne County benefits, including health insurance, life insurance, vacation, and sick leave, are available. The starting pay for this position is \$13.73 per hour and \$14.41 after successful completion of the probationary period.

**Duties:** Completes legal and case management actions for attorneys and other staff, including preparing motions, complaints, court orders, and other legal and case documents. Maintains calendar for attorney and documents all actions into agency database. Prepares responses to requests for copies of documents from attorneys and other individuals involved in cases. Performs general clerical tasks. Assists with front desk coverage, greeting and assisting customers. Conducts court docket review. Manages e-filing and service of process. Keeps abreast of changes in the child support program, laws, policies and procedures. Develops and maintains working relationships with associates, other governmental units and the public. Other duties as assigned.

**Proficiencies:** The successful candidate must possess superior organizational skills and customer service skills, and be highly proficient in office procedures, and computer operations, including Microsoft Office Suite. The successful candidate will be highly proficient in the development, typing, and proofreading of documents. Attention to detail is critical in this position. 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. Applicant must have two years of technical training in office administration/secretarial science with emphasis on legal secretarial functions; or two courses or twelve months experience in typing, legal research and writing, legal office procedures, and word processing. Submit an application on or before EOB on **Friday, October 2<sup>nd</sup>, 2020** to the Wayne County Child Support Enforcement Agency, attn Director Shayne Oehlhof, 428 W. Liberty Street, Suite 11, Wooster, Ohio 44691; via email to [shayne.oehlhof1@jfs.ohio.gov](mailto:shayne.oehlhof1@jfs.ohio.gov); or via fax to 330.287.5623. Applications are available at the Wayne County Commissioner's Office, 428 W. Liberty Street, Wooster, Ohio 44691 or via the internet at <https://www.wayneohio.org/employment-opportunities>.

**THE WAYNE COUNTY CSEA IS AN EQUAL OPPORTUNITY EMPLOYER**

Date posted: September 21, 2020