

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

DANIEL R. LUTZ
PROSECUTING ATTORNEY

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

**EMPLOYMENT OPPORTUNITY
SUPERVISING ATTORNEY**

The Wayne County Prosecuting Attorney and the Wayne County Child Support Enforcement Agency is seeking to fill an opening for a Supervising Assistant Prosecuting Attorney. This position is full-time, unclassified, and FLSA exempt. Wayne County benefits, including health insurance, life insurance, vacation and sick leave, are available. The starting wage for this position is commensurate with experience and level of skills, abilities and knowledge as outlined below. Upon successful completion of the probationary period, this position is eligible for remote work.

Qualifications: Must possess a Juris Doctorate degree. **Must be licensed to practice law in the state of Ohio and be a member in good standing with the Supreme Court of Ohio.** Trial and child support experience is preferred.

Duties: Participates in and conducts litigation proceedings. Ensures all information is thoroughly prepared and ready for court hearings. Attends and represents the Child Support Enforcement Agency (CSEA) in matters before Juvenile and Domestic Relations Court of Wayne County Court of Common Pleas. Reviews cases and determines actions to be taken; Prepares various basic and complex legal documents independently.

Provides direct supervision and performance management to Legal Case Managers/Investigators and Legal Specialist.

Knowledge, Skills and Abilities: Thorough knowledge of local, state and federal processes and procedures that impact the department and child support program. Maintain all continuing education requirements as established by the Supreme Court of Ohio. Ability to provide legal guidance to the CSEA. The ability to think fast on one's feet, a strong sense of professional behavior, impeccable integrity, and an ability to work efficiently and effectively under pressure in a fast-paced environment. Ability to coordinate, motivate and direct employees. The successful candidate must possess superior organizational skills and be proficient in computer operations including Microsoft Office Suite. Ability to select, train and supervise employees. The successful candidate must possess superior oral and written communication skills, work independently, extract information from various sources and present and explain relevant policies and procedures.

Applications: Must be 18 years or older to apply. Submit a Wayne County Employment Application, resume and cover letter outlining your ability to fulfill the responsibilities of this position to Shayne M. Oehlhof, Wayne County CSEA Director, 428 W. Liberty St., Suite 11, Wooster, Ohio 44691 or via e-mail at Shayne.Oehlhof1@jfs.ohio.gov. Applications are at the Commissioners' Office, 428 W. Liberty Street, Wooster, Ohio 44691 or via the internet at <http://www.wayneohio.org/employment-opportunities>. **Applications must be submitted and received on or before EOB on FRIDAY, OCTOBER 8th, 2021.**

We are an equal opportunity employer that does not discriminate based on sex, race, creed, color, age, national origin, or disability.

Date posted: September 22, 2021