

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

ANGELA WYPASEK
PROSECUTING ATTORNEY

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**EMPLOYMENT OPPORTUNITY
ASSISTANT PROSECUTING ATTORNEY**

The Wayne County Prosecuting Attorney and the Wayne County Child Support Enforcement Agency (CSEA) is seeking to fill an opening for an Assistant Prosecuting Attorney. This position is part-time, unclassified, and FLSA exempt. The starting wage for this position is commensurate with experience and level of skills, abilities and knowledge as outlined below. This position may be eligible for hybrid remote work.

Qualifications: Must possess a Juris Doctor 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: Provides legal advice, consultation, research, and other guidance to CSEA management and staff regarding all matters of child support, including child and medical support and paternity related matters. Prepares and assists management in the preparation, implementation, and training of staff in policy and procedure. Researches databases, reviews federal and state laws and rules, Ohio Administrative Code governing the child support program, and local procedures to enhance job performance and remain current on federal, state, and local rules and regulations regarding the child support enforcement program. Attends and represents the Child Support Enforcement Agency (CSEA) in matters before the court. Reviews cases and determines actions to be taken. Prepares various basic and complex legal documents independently. Participates in all meetings, trainings, and activities as a member of the CSEA Legal Department. Other duties as assigned.

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. 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. The successful candidate must possess superior organizational skills and be proficient in computer operations including Microsoft Office Suite. The successful candidate must possess superior oral and written communication skills, must be able to work independently, and must be able to 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 online <http://www.wayneohio.org/employment-opportunities>. **Applications must be submitted and received on or before EOB on Friday, April 26, 2024.**

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

Date posted: April 17, 2024