

# Paralegal/Law Clerk



Wayne County  
CSEA

Wayne County Child Support is seeking a passionate, self-motivated, and results-oriented applicant who is dedicated to making a significant impact on the lives of children & families.

## Benefits to joining our team:

- Full-time employment
- Impressive benefit package:
  - ❖ Health, vision, dental, life insurance, public retirement
- 11 paid holidays
- Vacation leave
- 15 paid sick leave days/year
- Flexible Schedule
- Leadership and Personal Growth Opportunities
- Pay Range \$20.17 to \$26.89/hour
- Hybrid remote opportunity after training period

## How to apply:

- E-mail cover letter, resume, and application to [Shayne.Oehlhof1@jfs.ohio.gov](mailto:Shayne.Oehlhof1@jfs.ohio.gov) or
- Mail or deliver cover letter, resume, and county application to: Shayne Oehlhof, Director, 428 W. Liberty St, Suite 11, Wooster OH 44691
- County application can be downloaded at <https://www.wayneohio.org/employment-opportunities/>

**Wayne County Child Support Enforcement Agency (CSEA) is an Equal Opportunity Employer. Reasonable accommodation is available to all employees and applicants.**

## Position Responsibilities:

Drafts a variety of basic and complex legal documents as well as correspondence on behalf of agency attorney(s) and Director. Revises and proofreads documents for typographical, formatting, and grammatical errors. Reviews filings to ensure legal requirements are met. Processes hearing notices, maintains attorney calendar, manages e-filing and service of process of court documents, initiates failure of service process, and runs location for purposes of service of process. Accurately maintains files and records in accordance with record retention requirements, confidentiality, safeguarding, and other protocol. Communicates with the customers, attorneys, court staff, government agencies, and other community partners. Maintains professionalism throughout these communications. Attends meetings, trainings, and conferences. Reviews OAC, ORC and local procedures to enhance job performance and remain current on federal, state, and local rules and regulations regarding the child support enforcement program. Other duties as assigned.

## Minimum Qualifications:

High school diploma, GED, or equivalent. Experience in data entry, typing, office management, bookkeeping, legal and/or clerking. Applicants must pass FBI/BCI background check prior to employment. Legal drafting experience and/or familiarity with court process is preferred.

**Position is open until filled with priority consideration for applications received by Monday, February 3, 2025.**

Date posted: January 15, 2025.

We're Hiring!