FRANKLIN COUNTY CHILD SUPPORT ENFORCEMENT AGENCY
80 E. Fulton Street
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Support Officer 1 (Bargaining Unit) **PCN:** 082086

DEPARTMENT: Enforcement **P.R.:** T9

REPORTS TO: Pam Hills, Support Officer Supervisor

RESPONSIBILITIES: Enforce and modify child support obligations in local, intrastate and interstate cases. Specialized caseloads, including incarcerated obligors and obligors with multiple cases may be assigned. Interview and correspond with agency clients and other individuals to obtain information necessary for the execution of assigned duties. Prepare accurate findings, notices and other reports concerning the outcome of these investigations for dissemination to courts, obligors, obligees or others as appropriate. Review and accurately interpret all court orders, administrative orders, pleadings, payment records, case narratives, case files and other documents. Prepare accurate calculations of arrearages due on accounts. Respond to all types of inquiries, both written and verbal, from custodial parents, absent parents, the general public, other child support agencies or entities, and other individuals and organizations.

MINIMUM QUALIFICATIONS: Bachelor's degree with coursework emphasis in business administration with six (6) months of social work experience; or any equivalent combination of training and experience. Experience using PCs, calculators, analyzing financial and legal documents is desirable.

STARTING SALARY: $16.61/hour, plus a comprehensive benefits package.
180 Day Probationary Period

DATE POSTED: Thursday, November 12, 2015

DEADLINE TO APPLY: Wednesday, November 25 2015

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply on-line.

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