

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** 07/06/2022

**Response Deadline:** 07/17/2022

\* RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

<b>Agency:</b> Child Support Enforcement Agency	<b>Job Title:</b> Attorney/Hearing Officer
<b>Classified</b> <input type="checkbox"/> <b>Unclassified</b> <input checked="" type="checkbox"/>	<b>Bargaining Unit</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Overtime Exempt</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Salary:</b> \$50,772.80-\$76,232.00
<b>Work Location:</b> 315 High Street Hamilton Ohio 45011	<b>Hours of Work:</b> 8:00-4:30 Monday-Friday

**ESSENTIAL FUNCTIONS:**

- Serve as Staff Attorney: Provide legal services for the Child Support Enforcement Agency which include but are not limited to the following: conduct legal research and render legal opinions; review support cases and determine appropriate action; prepare complaints, petitions, motions, affidavits, pleadings, briefs, judgment entries and other legal documents when required; and represent Butler County CSEA in judicial proceedings.
- Conduct administrative/quasi-judicial hearings regarding the establishment of paternity and child support obligations, administrative mistake of fact, and administrative review and adjustment of support orders in accordance with applicable state statutes and policies; and prepare necessary administrative recommendations and related documents.
- Answer inquiries from agency staff, the public, and consumers as permitted by state and federal law. Maintain statistics and prepare necessary reports when required; develop and administer special programs and projects; regularly reviews CSEA procedures and practices as well as the Child Support Program Manual developed by the OCS (Office of Child Support), and other applicable state and federal statutes and regulations related to, but not limited to, assigned duties; ensure that all new clearances sent by the OCS are reviewed and commented on in a timely manner; and consistently update the Butler County CSEA Policy and Procedure Manual to reflect new procedures and policies due to a change of state and federal laws.
- Attend and participates in all mandatory meetings, training sessions, or classes.

**REQUIRED QUALIFICATIONS:**

Juris Doctor (J.D.) degree from an accredited law school and admitted to practice law before the Supreme Court of Ohio; One year practicing law and one year relevant work experience in juvenile/domestic relations matters or the child support program preferred.

**SELECTION PROCEDURE:** Resumes and Interviews

**SUBMIT COVER LETTER AND RESUME TO:**

[resumes@bcOhio.us](mailto:resumes@bcOhio.us)

Butler County Commissioners' Personnel Office  
315 High Street, Suite 640  
Hamilton, OH 45011  
(Indicate job title in subject line.)

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

Pursuant to the Americans with Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**AN EQUAL OPPORTUNITY EMPLOYER**