

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

Posting Date: 11/10/2020

Response Deadline: 11/20/2020

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

Essential Functions:

Serves as Staff Attorney: Provides legal services for the Child Support Enforcement Agency which include but are not limited to the following: conducts legal research and renders legal opinions; reviews support cases and determines appropriate action; prepares complaints, petitions, motions, affidavits, pleadings, briefs, judgment entries and other legal documents when required; and represents Butler County CSEA in judicial proceedings. Conducts 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 prepares necessary administrative recommendations and related documents. Answers inquiries from agency staff, the public, and consumers as permitted by state and federal law. Maintains statistics and prepares necessary reports when required; develops and administers 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; ensures that all new clearances sent by the OCS are reviewed and commented on in a timely manner; and consistently updates the Butler County CSEA Policy and Procedure Manual to reflect new procedures and policies due to a change of state and federal laws. Attends 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:

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011
or by email to: resumes@bcOhio.us
(Please indicate job title in subject line.)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the ADA Amendments Act of 2008, 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