



**SENECA COUNTY
DEPARTMENT OF JOB AND FAMILY SERVICES**

An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name: Vacant
Class Number: PCN 16006.0 Bargaining
Dept./Div.: Child Support
Reports to: Case Manager Supervisor 1
Normal Hours: Flexible
EEO Status:

Position Title: Child Support Caseworker
Class Title: Child Support Caseworker
Employment Status: Full-time
FLSA Status Pay: Nonexempt
Civil Service Status: Classified
DOT (closest applicable number): 195.267-022

GENERAL DESCRIPTION: The primary purpose of the Child Support Caseworker position is to manage child support cases in accordance with federal, state and local laws and procedures. In addition, the employee processes appropriate documentation for child support cases and testifies in court if necessary.

QUALIFICATIONS: An example of acceptable qualifications: **Completion of two years technical training or undergraduate major core coursework in criminology, social work, psychology or related field. Or two years experience in performing child support functions to include conducting investigations to locate absent parents, establish of paternity, and enforcement of child support orders. Or one course or six months experience in interviewing techniques, one course or six months experience in business math, one course or six months experience in techniques of writing, and one course or six months experience in typing, keyboarding or work processing. Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**

LICENSURE OR CERTIFICATION REQUIREMENTS: None

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive: **Computer, scanner, fax, telephone, photocopier,**

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
None

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered **Light** work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) **Responsible for maintaining child support caseload as required by federal and state regulations; conducts in-house investigations to gather and verify information to locate absent parents/obligors and pursue child support; organizes and evaluates findings; determines appropriate child support obligations using established formats and forms; conducts case audits, as necessary; monitors child support audits, as necessary; monitors child support payments; completes forms as required by agency, ORC and local court rules to enforce child payments; refers cases to attorney for appropriate legal action to enforce/establish child support court orders; prepare and deliver court testimony, as required; maintains case files; updates files; enters data into state computer system; records brief chronological case activity narrative; completes**

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Page 2 of 3

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referrals of required information; responds to inquires from public, in person, and/or the telephone or mail; makes copies; prepares mailings; conducts miscellaneous clerical duties.

(2) Maintains and increases knowledge and skills through attendance at staff meetings, training sessions, etc; performs other duties as assigned.

(3) Conducts case audits, as necessary; monitors child support audits, as necessary. The job function has been listed as NA as case audits have been assigned to the Financial Technician II

(4)

(5) Maintains required licensures and certification, if any.

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(8) Performs other related duties as assigned by the supervisor:

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: Office practices and procedures; principles of interviewing; federal and state laws and rules governing child support*; agency policies and procedure*; investigative methods, practice and procedures*; rules of evidence*.

Skill in: Typing/word processing; organization; writing; oral communication.

Ability to: Define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimal and percentages; use proper research methods in gathering data; gather, collate and classify information about data, people or things; handle sensitive inquires from and contact with officials and general public*; public relations*; maintain confidentiality; maintain accurate records.

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Page 3 of 3

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POSITIONS DIRECTLY SUPERVISED: None

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43016

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