

**PORTAGE COUNTY  
Job & Family Services**

**TITLE:** Child Support Enforcement (CSEA) and Public Assistance Division Lead Attorney

**DIVISION:** Child Support Enforcement and Public Assistance Divisions

**WORKING HOURS:** 8:00 a.m. to 4:30 p.m. Monday-Friday.

**JOB OBJECTIVES:** Under management of the CSEA Administrator, provides direct supervision over staff attorneys, hearing officers, and clerical personnel in the legal unit as well as prepares cases for trial and participates in litigation proceedings related to child support cases. The incumbent also prepares and reviews court documents as well as other related legal issues. In addition, the incumbent advises agency employees on a variety of legal matters and issues and is responsible for assuring agency policies and procedures are in compliance with the Ohio Revised Code and Ohio Administrative Code.

**ESSENTIAL JOB FUNCTIONS:**

- Carry out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include: interviewing, hiring, training, assigning and directing work, performance appraisal, discipline, settling grievances, addressing complaints and resolving problems, providing interpretation of County policies, procedures, rules and laws.
- In coordination with CSEA Administrator, determine need for new staff members, and make recommendations regarding need.
- Represent CSEA in matters before the Juvenile and Domestic Relations Court of Portage County Court of Commons Pleas.
- Draft and file all legal documents in the appropriate court with jurisdiction in domestic relations child support matters.
- Provide legal advice/opinions to CSEA Administrator, supervisors and staff in reference to matters concerning child support responsibilities outlined in the Ohio Revised Code and Ohio Administrative Code.
- Advise CSEA Administrator on agency compliance with child support responsibilities
- Adhere to all policies and procedures established by the court with jurisdiction over child support matters and the Child Support Enforcement and Public Assistance Divisions.
- Maintain files in accordance with court and CSEA agency requirements.
- Meet with direct reports, CSEA case management and fiscal staff to discuss current cases before the court and to review cases which will potentially be brought before the court.
- Collaborate with CSEA staff relative to filing liens and developing legal strategies for attachment of assets to collect unpaid child support obligations.
- Collaborate with Administrative Hearing Officers to facilitate processing administrative orders to court, as necessary for enforcement of administrative orders.
- Prepare necessary pleadings in foreclosures, bankruptcy actions, probate proceedings, and other like actions, for collection of unpaid child support obligations and Public Assistance overpayment claims.
- Answer correspondence and telephone inquiries; handle customer complaints and disturbances in a timely manner.

- Keep current in area of responsibility by attending conferences and training applicable to area of expertise.
- Maintain all continuing education requirements as established by the Ohio Supreme Court.
- Ensure and maintain security and confidentiality of unit caseload data, which includes information stored on Agency computer and other information systems.
- Serve as back-up for direct report employees when necessary.
- Perform related duties as required.
- Demonstrate regular and predictable attendance.
- Represent County in off-site trainings, meetings, conferences, court hearings, etc.
- Operate a motor vehicle as needed to perform the essential functions.

## **NON-ESSENTIAL JOB FUNCTIONS:**

Performs related Essential and Non-Essential functions as needed.

### **I. JOB REQUIREMENTS**

**Systems:** Ability to operate computers for data input and retrieval; proficiency in Microsoft Office, GroupWise and Internet Explorer; knowledge of CRIS-E, OIES, SACWIS, OWCMS, SETS, Maximus Ledger Suite, MUNIS, MITS, BUY-IN, E-GATEWAY, E-QUIL, CCIDS, Time Force, Agency's Digital Imaging system and other systems as required by program area responsibility.

**Equipment:** Incumbent operates equipment such as, but not limited to, the following: personal computer, printer, calculator, multi-functional copier, scanner, fax machine, and shredder.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies in the position:

- Leadership – Interact with others in a way that instills confidence in one's own intentions and in the intentions of the organization. Exhibit confidence in self and others. Inspire and motivate others to perform well. Effectively influence actions and opinions of others. Accept feedback from others. Give appropriate recognition to others.
- Judgment – Display willingness to make decisions. Exhibit sound and accurate judgment. Support and explain reasoning for decisions. Include appropriate people in decision-making process. Make timely decisions. Understand business implications of decisions.
- Communication Skills – Communicate clearly and informatively using multiple methods and forms of media. Present numerical data effectively.
- Customer Service – Manage difficult or emotional customer situations. Respond promptly and effectively to customer needs. Solicit customer feedback to improve service.
- Ethics – Treat people with respect. Keep commitments. Maintain confidentiality. Uphold organizational values. Work with integrity and maintain high standards of integrity.
- Initiative – Volunteer readily. Undertake self-development activities. Seek increased responsibilities. Take independent actions and calculated risks. Look for and take advantage of opportunities. Ask for and offer help when needed.

- Interpersonal Skills – Focus on solving conflict, not blaming. Listen to others without interrupting. Keep emotions under control and use reason when dealing with emotional topics. Remain open to others' ideas and try new things.
- Planning – Establish well developed short- and long-term plans to meet future needs. Recognize progress points and monitor plans to achieve desired results. Implement contingency plans. Adhere to schedules and plans with ability to prioritize.
- Technical Skills – Thorough knowledge of federal, state, county and departmental policies, procedures and practices. Knowledge of JFS computer systems and related software packages, including policies and procedures associated with their use. Pursue training and development opportunities to continuously build knowledge and skills. Share expertise with others. Demonstrate knowledge of public administration principles.
- Adaptability – Maintain effectiveness when experiencing major changes in work or environment. Manage competing demands. Adjust behavior or change approach or method to best fit the situation. Able to deal with frequent change, delays or unexpected events.
- Coaching – Provide timely guidance and feedback to help others strengthen specific knowledge/skill areas. Clarifies issues at hand, explains and demonstrates, provides feedback and reinforcement.
- Delegation – Delegate work assignments or projects considering the knowledge, skills and experience of the assigned individual and characteristics of the assignment or project. Set expectations and give authority to work independently. Communicate time frames, gather appropriate information and evaluate results.
- Teamwork – Balance team and individual responsibilities to help accomplish work goals. Exhibit objectivity and openness to others' views. Give and welcome feedback. Contribute to building a positive team spirit. Put success of team above own interests. Able to build morale and group commitments to goals and objectives. Support everyone's efforts to succeed.

**Job Standards:** Must possess a Juris Doctorate degree. Must currently be licensed to practice law in the state of Ohio and be a member in good standing of the Ohio Bar Association. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

## **II. DIFFICULTY OF WORK**

Work consists of varied, complex, non-standardized tasks requiring the knowledge of established policies, rules, procedures, and laws.

## **III. RESPONSIBILITY**

This is a responsible position with considerable independence requiring a significant amount of judgment and sensitivity to human services issues facing the County. Supervisor provides general guidance allowing for the planning of procedures and methods to attain objectives. Supervisor makes critical decisions on a daily basis and at times, without input from the JFS Administrator. Errors in work are detected within the office in which they occur, possibly affecting the work of others and requiring expenditure of time to correct. Errors in work that are not detected may lead to state or federal sanctions or lawsuits.

## **IV. PERSONAL RELATIONSHIPS**

Incumbent has contacts with co-workers, employees of the County, and with the general public. The purpose of these contacts is to provide information, services and assistance, to coordinate departmental efforts internally and

with other County departments and outside entities, and to ensure compliance with policies, procedures, laws and regulations.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

**Physical**

**Requirements:** Incumbent performs sedentary work that may require lifting up to twenty-five (25) pounds occasionally. Ability to operate a motor vehicle.

**Physical Activity:** Incumbent performs the following physical activities: talking, hearing, driving, walking and repetitive motions.

**Visual Activity:** Incumbent performs work where the seeing job is close to the eyes.

**Job Location:** Incumbent works inside with no exposure to adverse environmental conditions.