



## POSITION AVAILABLE:

### Child Support Enforcement Paralegal

POSTING DATE:  
DEADLINE TO APPLY:

Wednesday, December 08, 2021  
Open Until Filled

DEPARTMENT:  
LOCATION:

Job & Family Services / Child Support Enforcement  
Ravenna, OH

WORKING HOURS:

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

SALARY:

\$18.99-\$23.68/hour

CIVIL SERVICE/FLSA STATUS:

Classified, non-exempt

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#### JOB OBJECTIVES:

The Child Support Paralegal is responsible to assist and provide a range of legal support and administration to the Child Support Administrator, Child Support Supervisors, Child Support Lead Attorney, Child Support Attorney and Child Support Specialists.

#### MINIMUM QUALIFICATIONS:

Possession of Associates Degree in Paralegal Studies or Ohio State Bar Association (OSBA) Paralegal Certification required. Ohio Notary Public License preferred. Must be able to type 40 w.p.m. and achieve 90% accuracy demonstrated through testing. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

#### EXAMPLE OF DUTIES (including but not limited to):

Draft legal documents including correspondence, notices, briefs, pleadings and motions, proposed magistrate's decisions and journal entries, appeals, arguments, contracts, service instructions, and legal memorandums. Prepare administrative hearing decisions, paternity determinations, orders and notices. Manage and track the timely filing of documents such as but not limited to subpoenas, notices and answers. Proficient with the Ohio Rules of Civil Procedure as well as the Ohio Revised Code and the Ohio Administrative Code. Coordinate and monitor service of process pursuant to the Ohio Rules of Civil Procedure. Prepare and file bankruptcy claims as well as foreclosure actions in various courts. Communicate with courts, attorneys, case managers and clients as necessary.

For complete job description, click [HERE](#).

#### HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES

449 S. MERIDIAN STREET, 7<sup>th</sup> Floor

RAVENNA, OHIO 44266

EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)