

**Portage County  
Job & Family Services**

**TITLE:** Child Support Enforcement Paralegal

**DIVISION:** Child Support Division

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

**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.

**ESSENTIAL JOB FUNCTIONS:**

- 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
- Draft templates which can be used for filing of standard pleadings and orders.
- 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.
- Manage and secure the administrative docket to include the safekeeping of the official administrative record.
- Building, organizing, and managing files, documents and exhibits using databases and established electronic filing systems.
- Research legal issues on a recognized legal research database such as Westlaw, Lexis Nexis or Casemaker.
- Prepare and file bankruptcy claims as well as foreclosure actions in various courts.
- Communicate with courts, attorneys, case managers and clients as necessary.

**NON-ESSENTIAL JOB FUNCTIONS:**

- Keep current in areas of responsibility by attending skill development conferences, seminars, workshops, or state-sponsored programs related to Federal and State laws, rules, and regulations.
- Perform other related Essential and Non-Essential functions as needed.
- May assist in training new employees
- Demonstrate regular and predictable attendance.
- Operate a motor vehicle as needed to perform the essential functions.

**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, fax machine, shredder and transcriber.

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

- 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.

**Job Standards:** 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.

## **II. DIFFICULTY OF WORK**

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

## **III. RESPONSIBILITY**

Supervisor provides general direction in following established practices and clear-cut policies. Errors in work may disrupt case preparation or fail to provide CSEA Attorney with required files or information.

## **IV. PERSONAL WORK RELATIONSHIPS**

Incumbent has contacts with co-workers, employees of the County, public and private sector employees, and with the general public. The purpose of these contacts is to communicate with attorneys and provide research and other technical support for the department.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

**Physical**

**Requirements:**

Incumbent performs light work that may require lifting up to fifteen (15) occasionally.

**Physical Activity:**

Incumbent performs the following physical activities: stooping, reaching, pushing, pulling, lifting, fingering, talking, hearing, and repetitive motions.

**Visual Activity:**

Incumbent performs work where the seeing job is close to the eyes.

**Job Location:**

Incumbent works primarily inside with no exposure to adverse environmental conditions; however, travel to hearings may be required in inclement weather.

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