

## HURON COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

### JOB POSTING



**POSITION TITLE:** Investigator 2

**Posted Date:** 1/06/2025

**Posting Number:** 2025-3

**Department:** Child Support Enforcement Agency (CSEA)

**Reports to:** Investigator Supervisor 1

**Status:** Bargaining

**FLSA Status:** Non-Exempt

**Classification Number:** 30142

**Working Hours:** 8:00 A.M.- 4:30 P.M. (flexible)

**Prepared by:** Deputy Director of Human Resources

**Approved by:** Executive Director

#### **MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent
- Preferred Qualifications: Associate degree or higher in Human Services or related field; Bi-lingual Spanish

**Starting Wage:** \$18.14 per hour plus education and longevity

#### **SUMMARY**

Establishes, enforces, and monitors child support orders to ensure case information is updated and accurate. Prepares legal pleadings and other documentation for administrative, court, and state hearings. Conducts investigations/ locate, administrative reviews, and testifies in court.

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Establish, enforce, and monitor child support orders.
- Conducts investigations and interviews parties and/or witnesses.
- Conducts search to locate parties of child support orders, their income, and employment.
- Make PRC referrals for CSEA participants who appear to meet PRC eligibility requirements.
- Review child support orders to ensure compliance with CSEA guidelines.
- Calculates modified support orders manually or through use of computer software.
- Prepares findings of results of review for increase and/or decrease in child support and ensures parties are given notice of due process.
- Responsible for responding to request for review dates.
- Responsible for scheduling and sending notice of administrative review dates.

- Prepares legal pleadings and other documentation for court.
- Maintains logs, records, and reports to compile and evaluate information and prepare written report of findings and/or recommendations.
- Prepare and send notices to case participants in compliance with state and federal child support laws.
- Testifies in court and state hearings as needed.
- Performs clerical tasks related to position.
- Must possess a valid State of Ohio's driver's license and auto insurance in accordance with ORC 4509.5.
- Must demonstrate regular and predictable attendance
- Other duties as directed by Supervisor, Administrator and/or Executive Director.

### **NON- ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Attends conferences, workshops, and training sessions pertinent to job duties to meet state mandates.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to the position.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of child support laws, rules, regulations, and best practices,
- Knowledge of government structure and processes relating to investigations.
- Knowledge of interviewing techniques.
- Knowledge of court processes.
- Skill in dealing with a variety of variables in a somewhat unfamiliar context.
- Skill in utilizing computer systems, scanning software.
- Skill in adding, subtracting, and multiply & divide whole numbers.
- Ability to connect clients to community resources.
- Ability to prepare and maintain accurate and concise written records, case notes, and reports.
- Ability to read and comprehend court pleadings.
- Ability to maintain confidentiality.
- Ability to communicate and work effectively with others.
- Ability to meet strict deadlines.

### **HOW TO APPLY:**

If interested submit Resume and Employment Application to Lara Hozalski, Deputy Director of Human Resources, 185 Shady Lane Drive, Norwalk, Ohio 44857 or [lara.hozalski@jfs.ohio.gov](mailto:lara.hozalski@jfs.ohio.gov) .

You can find our application at: <https://www.huroncountydjfs.com/careers>.

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