



Child Support Hearing Officer
Pay Range \$48,422 - \$56,160 (Steps 1-8 of 19)
(Consideration for training/experience as permitted by Civil Service Law)

Summary of Job Duties and Preferred Skills and Abilities

The Child Support Hearing Officer prepares and conducts child support administrative hearings to establish legal paternity, child and medical support orders, as well as prepare and conduct administrative hearings on case adjustment and review, emancipation, mistake of fact, default, and tax offset. Preparation for administrative hearings includes:

- Case and associated files review
- Research relevant regulations, policies and laws, ensuring due process
- Maintain orderly proceedings and hear testimony
- Review all evidence and prepare a written decision

The Hearing Officer suggests team meeting topics and participates in the meetings by sharing relevant information during discussions. Provides learning opportunities for child support staff based on level of knowledge. Supports case managers by assisting staff to find answers to questions. When new staff are hired, shares responsibility with the supervisor in the training effort.

Skills and Abilities for Successful Performance in this Position

- Written and Verbal Technical Communication skills
- Good Judgment Exercised in Assessing Information or Problems
- Thorough Assessment of Facts for Decision-making
- Skilled at Negotiation using Relationship and Interpersonal Skills
- Skilled at Conflict Resolution
- Multi-Tasker with Ability to Quickly Identify and Shift Priorities
- Skill to Train Others and Ability to Assess and Meet the Trainee at their Skill Level

Minimum Civil Service Qualifications

- Two years of experience as a Case Manager or Investigator.
- Or completion of two years technical training or undergraduate major core coursework in criminology, social work, psychology or related field. Also requires two years investigative experience in a similar environment.
- Or one course or six months experience in interviewing techniques, business math, criminal investigations, case preparation techniques, criminal courts proceedings, techniques of writing and keyboarding. Also requires two years investigative experience in a similar environment.
- Or education, training and/or experience with similar qualifications.

Candidates must document training, experience, and education to demonstrate meeting each qualification.

In addition to the oral interview, skill-based assessments may be part of the interview-selection process.

Employment applications and benefit information are available at www.mcjfs.com

THE EMPLOYMENT APPLICATION, A COVER LETTER OF INTEREST AND RESUME ARE REQUIRED.

Marion County Job & Family Services
363 W. Fairground St.
Marion, Ohio 43302-1759
E-mail: Kelly.Bates@jfs.ohio.gov or FAX 740-387-2175

MCJFS is an equal-opportunity employer and does not discriminate based on race, color, national origin, gender, religion, age, disability, citizenship, or military status