



FRANKLIN COUNTY CHILD SUPPORT  
ENFORCEMENT AGENCY  
80 E. Fulton Street  
Columbus, Ohio 43215

## JOB ANNOUNCEMENT

**POSITION TITLE:** Support Officer 2  
(Bargaining Unit) **PCN:** 082051

**DEPARTMENT:** Enforcement **P.R.:** T10

**REPORTS TO:** Ellen Frasure, Support Officer Supervisor

**RESPONSIBILITIES:** Train and mentor Support Officers. Review and interpret judicial and administrative orders, case narratives, and other documents. Review and monitor cases for legal appropriateness. Enforce judicial and administrative orders. Process terminations and modifications of child support orders. Prepare audits for accuracy of financial data on cases. Notify and review suspension of driver's licenses, recreational licenses, and/or professional licenses when needed and reinstatement when case is brought into compliance. Review work of Support Officers and provide guidance on document correction when needed. Monitor and evaluate the progress of recently hired employees. Assist in covering caseloads for unit by performing case work, assisting walk-ins, and handling telephone calls. Provide general and specific information in response to clients, the general public and other involved agencies and attorneys.

**MINIMUM QUALIFICATIONS:** Bachelor's degree with coursework emphasis in business administration with one (1) year of social work experience; or any equivalent combination of training and experience.

**STARTING SALARY:** \$18.81/hour, plus a comprehensive Benefits Package  
180 Day Probationary Period

**DATE POSTED:** Friday, July 7, 2017

**DEADLINE FOR APPLYING:** Thursday, July 20, 2017

If interested, please go to <https://hr-boc.franklincountyohio.gov/> and apply on-line.

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