



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

**J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Paralegal (Bargaining Unit) **PCN:** 085023

**DEPARTMENT:** Litigation **P.R.:** T9

**REPORTS TO:** Donna-Marie Gabriele, Paralegal Supervisor

**RESPONSIBILITIES:** Assess all cases referred for judicial action to establish, enforce and modify paternity and support obligations in local intrastate, and interstate cases to determine what actions should be taken. Assess and/or review cases establishing paternity/support or executing civil enforcement of support orders, both child support and medical insurance. Assess cases for criminal enforcement of support orders to establish and enforce interstate cases and enforcement against employers. Conduct court research of administrative and other records to determine the status of cases referred for judicial actions. Prepare motions, complaints, pleadings, affidavits and other legal documents or actions for review by attorney. Assist in administrative procedures to establish, enforce, and modify paternity and support obligations. Interpret court orders, pleadings, payment records, case narratives, case files, and other documents.

**MINIMUM QUALIFICATIONS:** Associates degree with coursework emphasis in business administration with two (2) years clerical or office administration experience; or any equivalent combination of training and experience. Paralegal certification is required. Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages.

**STARTING SALARY:** \$18.05/hour, plus a comprehensive benefits package.  
120 Day Probationary Period

**DATE POSTED:** Wednesday, November 29, 2017

**DEADLINE TO APPLY:** Tuesday, December 12, 2017

If interested and to apply on-line, please go to:  
<http://hr-boc.franklincountyohio.gov/job-openings/current-jobs.cfm>

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