

Richland County Child Support

*PO Box 547, 161 Park Ave East
Mansfield, OH 44901
419-774-5700, Fax 419-524-1507*

***JOB POSTING
March 23, 2020***

DEPARTMENT: Richland County CSEA

POSITION: Full Time Case Manager

HOURS: Monday – Friday 7:30 a.m. – 4:00 p.m.

COMPENSATION: Case Manager - \$14.00/hour (\$29,120.00/annually)

APPLICATION DEADLINE: April 3, 2020 at 4:00 p.m.

SUMMARY: **Case Manager** – Duties include managing child support cases in accordance with federal, state, and local laws and procedures. Preferred to have completed two years of technical training or undergraduate major core coursework in criminology, social work, psychology or associated field or two years experience in performing child support functions. Must have experience in typing, keyboarding or word processing.

Application **MUST** be submitted for consideration.

Resume may be submitted in addition to – but not in place of – application.

Applications may be obtained from

https://www.richlandcountyoh.gov/document_center/Department/Central%20Services/Job%20Posting/Form_Application2012_Revised.pdf

Or

Richland County Commissioners
50 Park Avenue East
Mansfield, OH 44902
419-774-5550

Applications can be faxed to Richland County Commissioners at 419-774-5862, emailed to Janet.Brock@jfs.ohio.gov or dropped off at the Richland County Commissioners office.

All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, evaluated, or otherwise managed in a fair equitable manner based solely upon merit, fitness and such bona fide occupational qualifications as each individual might possess. No personnel decision shall be based upon race, color, religion, sex, national origin, age, handicap, disability, or other non-job-related criteria.