

Child Support - Administrative Hearing Officer

Department: Clinton County Job and Family Services- Child Support Unit

Type: Full-Time

Rate: \$16.95 per hour

Probationary Period: 365 Days

Job Duties: Under general direction of a supervisor, research, analyzes, and applies federal and state regulations to conduct Administrative Hearings: paternity; establishment of child and medical support orders; administrative mistake of fact; administrative review and adjustment of support orders. Issues administrative orders requiring genetic testing and paternal relationships. Conducts hearings to gather and verify facts from both custodial and noncustodial parties. Verifies gathered facts and information to establish and issue child and medical support orders. Makes referrals to the appropriate court to establish child and medical support orders when necessary. Monitors establishment process with courts until final child and medical support order is issued.

Conducts audits of child, medical, and spousal support cases. Audits consist of calculating support obligations for a specific time frame of a case and applying payment records to determine amount paid toward the support order and any arrearage balances due on the order. Calculation may include reviewing cases for Public Assistance benefits to determine appropriate arrearage balances. Enters amounts on the SETS system to ensure balances are accurate and up to date.

Required to attend court hearings when requested to testify on issued administrative orders, administrative hearing recommendations or case audits.

Support agency with assisting clients in the lobby and taking payments when needed.

Attends meetings and training as requested.

Performs other duties as assigned.

Maintains confidentiality of case and agency information. Comply with agency personnel policies and procedures. Demonstrates regular and predictable attendance.

Minimum Qualifications: High School Diploma or GED, training, education and/or experience in child support or a related field preferred. Excellent written and communication skills, ability to deal with people in difficult circumstances, general knowledge of office procedures and experience in maintaining office equipment. Valid driver's licenses, bondable. Ability to obtain and maintain Hearing Officer and Notary Public Accreditations.

**Please Submit Cover letter, resume and references to Nicole Rodman at
Nicole.Rodman@jfs.ohio.gov**

This job description is not intended to be all inclusive and may be changed at any time with or without notice. It not a contract of employment, express or implied. Job responsibilities may include other responsibilities as assigned by immediate supervisor, Department Head or Elected Official.

Clinton County is an Equal Opportunity Employer.