



Administrative Hearing Officer – Child Support Unit

Department: Clinton County Job and Family Services-Child Support Unit; Wilmington, OH

Reports To: Child Support Supervisor

Employment Status: Full-Time Classification: Classified (Non-Exempt)

Schedule: Mon-Fri, 7:30 a.m.-4:30 p.m.

Starting Pay: 17.46/hour

Probationary Period: 365 Days

About the Role

We are seeking a detail-oriented and dedicated Administrative Hearing Officer to join our Child Support Division. This role is responsible for conducting administrative hearings and audits related to paternity, child and medical support orders, and other related matters. The ideal candidate will have strong analytical skills, a solid understanding of Federal and State regulations, and the ability to work effectively with individuals in challenging circumstances.

What You'll Do

- Conduct administrative hearings for:
 - Paternity establishment
 - Child and medical support orders
 - Administrative mistakes of fact
 - Review and adjustment of support orders
 - Issue administrative orders for genetic testing and paternity establishment
 - Verify facts and issue appropriate support orders
 - Refer cases to court when necessary and monitor progress until final orders are issued
 - Perform audits of child, medical, and spousal support cases
 - Calculate support obligations and arrearages using payment records and public assistance data
 - Enter and maintain accurate data in the SETS system
 - Attend court hearings to testify on administrative orders, recommendations, or audits
 - Assist clients in the lobby and process payments as needed
 - Attend meetings and training sessions
 - Maintain confidentiality and comply with agency policies
 - Perform other duties as assigned
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✓ Minimum Qualifications

- High School Diploma or GED required
- Ability to obtain and maintain Hearing Officer and Notary Public accreditations

✓ Additional Requirements

- Valid Ohio Driver's License, liability insurance, and reliable transportation.
- Ability to pass background checks: BCI, FBI, SACWIS, BMV, and drug screening.
- Regular, reliable attendance.

★ Preferred Qualifications

- Training, education, or experience in child support or a related field
- Excellent math, written, and verbal communication skills
- Ability to work with individuals in difficult situations
- General knowledge of office procedures and equipment

👛 What We Offer

- Comprehensive benefits (medical, dental, vision, retirement)
- Paid time off & holidays
- Paid training and professional development opportunities
- A supportive team committed to making a difference



How to Apply

Send a **cover letter, resume, and 3 professional references** to:
Shannon.Lay@jfs.ohio.gov or apply on Indeed.com

Clinton County is an **Equal Opportunity Employer**.

Note: This description is not all-inclusive and may change as needed.