



Legal Specialist – Child Protection Unit

Now Hiring:

Department: Clinton County Job and Family Services – Child Protection Unit; Wilmington, OH

Reports to: Child Protection Supervisor (in coordination with assigned Prosecutor)

Employment Status: Full-Time

Classification: Classified (Non-Exempt)

Schedule: Mon–Fri, 8:00 a.m.–4:30 p.m.

Starting Pay: 19.77

Probationary Period: 365 days

About Us

Clinton County JFS is dedicated to protecting children, strengthening families, and partnering with our community to ensure every child has a safe and stable home. We are seeking an experienced, detail-oriented professional to support court coordination and legal compliance within Child Protection.

What You'll Do

- Coordinate and prepare legal documents for Juvenile Court cases in partnership with the assigned Prosecutor.
 - Draft complaints, motions, subpoenas, and other court filings.
 - Track important court deadlines, including annual reviews, custody extensions, permanency filings, and other requirements.
 - Review court orders and ensure accurate documentation is entered into agency systems (SACWIS and EDMS).
 - Monitor court activity to support Title IV-E eligibility and audit readiness.
 - Maintain organized legal files, track documents filed with the court and manage court calendars.
 - Communicate legal status updates to caseworkers, supervisors, fiscal staff, and court partners.
 - Attend relevant training and support internal legal preparation meetings.
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Minimum Qualifications

- High School Diploma or GED
- Minimum three (3) years of office/administrative experience
- Strong organizational skills and ability to manage multiple deadlines.
- Ability to read and understand court documents.
- Proficiency in Microsoft Office.
- Strong communication, writing, and computer skills

Additional Requirements

- Valid Ohio Driver's License, liability insurance, and reliable transportation.
 - Ability to pass background checks: BCI, FBI, SACWIS, Child Abuse/Neglect, Sex Offender Registry, BMV, and drug screening.
 - Regular, reliable attendance.
 - Strong communication & problem-solving skills
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Preferred Qualifications

- Associate Degree or other certification in legal assisting, Paralegal studies, or related field
 - Experience in social services or child welfare
 - Knowledge of SACWIS and child welfare rules/laws
 - Comfort working with diverse families in varied environments
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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
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How to Apply

Send a **cover letter, resume, and 3 professional references** to:
Amanda.Randolph@jfs.ohio.gov or apply on [Indeed.com](https://www.indeed.com)

Clinton County is an **Equal Opportunity Employer**.
Note: This description is not all-inclusive and may change as needed.