

RICHLAND COUNTY CHILDREN SERVICES
731 Scholl Rd. Mansfield, OH 44907



Job Posting: FULL-TIME AGENCY PARALEGAL

Date Posted: Thursday, May 30th, 2019 to Friday, June 7th, 2019
Internal candidates follow Agency procedure

Position: Paralegal

Available: As determined by the Agency and successful candidate

Supervisor: Manager, Legal Services

Wage: \$14.96

Qualifications:

- Degree in Paralegal Studies; Bachelor's degree in related field; paralegal certificate or prior work experience that demonstrates an ability to perform the essential functions of the paralegal position
- Valid Ohio Driver's License with an acceptable driving record, as defined in Agency policy, and personal vehicle for daily job performance
- Ohio Notary Public credential (may obtain after hire)

Essential Job Functions:

- Ability to perform legal research via legal database services
- Prepare written confidential correspondence, complaints, pleadings and motions
- Understanding of the timeline of a child welfare case through juvenile court and understanding of related legal documents and procedures
- Create, maintain, organize files and documents to support the legal services manager and agency attorneys

Work Hours: Monday – Friday 8:00 AM to 4:30 PM

- Holidays, weekends, and on call as needed
- This position may be required to work beyond standard Agency office hours as necessary to meet the needs of Agency clients and to complete assigned duties.

PLEASE SUBMIT THE FOLLOWING VIA EMAIL to: [RICHL PCSA HR@jfs.ohio.gov](mailto:RICHL_PCSA_HR@jfs.ohio.gov)
or fax to HR Manager at: 419.774.4103

- **Resume**
- **Letter of Interest**
- **Required Employment Application** found at:
www.richlandcountychildrenservices.org

RCSS is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.