

CSEA Case Maintenance Specialist Vacancy (Full-Time)

Classified, FLSA Non-Exempt

Wood County Department of Job & Family Services

Starting Salary is \$18.19

Excellent Benefit Package

DUTIES:

Interprets and processes judgment entries; calculates adjustments, determines other agency payment records and provides credit on cases.

Establishes new cases and changes information in existing case files, sets up cases and suborders and enters this information into SETS.

Performs desk reviews to update medical insurance screens.

Calculates unreimbursed public assistance figures.

Performs audits; makes necessary financial corrections and documents same.

Processes requests for termination, emancipation and/or adjustments from CSEA Case Managers, courts and attorneys; monitors case for future action.

Tracks payments; researches checks to determine employer; appropriately handles incoming payments; verifies posting of all payments.

Prepares bank deposits and reconciles with bank statements.

Links SETS cases to CRISE cases; retrieves and interprets CRISE and SETS information; interprets CRISE changes and referrals; checks first of month changes on SETS for status.

Sets up public assistance and medical child support cases.

Verifies child support to third parties.

Processes 14 Report, IQPA lists and alerts; checks pending list from 14 Report for OWF/medical status; assists in deleting cases from the 14 Report.

Replies to requests regarding child care forms.

Researches OWF dates; researches files for medical support orders and sets up subpoenas as needed. Maintains manuals.

ADDITIONAL FUNCTIONS

Performs a variety of clerical functions including typing, filing, copying and faxing documents, etc.

MINIMUM QUALIFICATIONS

High school diploma or equivalent with vocational/technical training in accounting or clerical procedures and one year of related experience; or any combination of education and experience that provides the requisite knowledge, skills, and abilities for this job. Valid driver's license preferred.

Send completed Wood County application** and resume to CSEA CM SPECIALIST, P.O. BOX 679, Bowling Green, Ohio 43402 or email to jfs@woodcountyohio.gov. Applications must be received by 4:00 p.m. on Thursday, January 25, 2024.

AN EQUAL OPPORTUNITY EMPLOYER

**applications can be downloaded at <https://www.co.wood.oh.us/commissioners/employment/default.html>