

Be part of the Job and Family Services Team in Ottawa County

Ottawa County, a largely rural county on the shores of Lake Erie, is currently seeking applicants for the position of Staff Attorney for the Ottawa County Department of Job and Family Services. This position is responsible for representing the agency on child protection, adult protection and child support cases in and out of the court room. Additionally, as part of the administrative structure, the Staff Attorney will assist with staff development in preparation for court testimony, policy and procedure development and review of legal documents for public assistance programs.

MINIMUM QUALIFICATIONS:

Admission to the Ohio Bar per Section 4705.01 of the Ohio Revised Code; Experience with child welfare, adult protective services, child support establishment and enforcement. Due to representation of Agency and State of Ohio on agency cases, outside practice of law will not be permitted if hired for this position.

JOB CLASSIFICATION/ PAY RANGE: This position is exempt from the Fair Labor Standards Act, with a pay range of \$22.33 - \$29.78 per hour, based on qualifications.

FRINGE BENEFITS INCLUDE:

- Flexible work hours
- Pre-tax Flexible Medical Spending and Dependent Care Account
- Employer sponsored wellness program
- Comprehensive health insurance, including dental and vision
- Prescription drug card
- Paid sick leave
- Paid vacation (after 1 year of service)
- Earned Time Off at a 1:1 ratio for any hours worked over 40 within a week
- Deferred compensation plans available

Qualified applicants should submit an Ottawa County Employment Application (available at <https://www.co.ottawa.oh.us/wp/wp-content/uploads/2019/11/Employment-Application-11-22-19.pdf>), resume, legal writing sample and cover letter by February 22, 2021 to:

Stephanie Kowal, Director
Ottawa County Department of Job and Family Services
8043 W. State Route 163, Suite 200
Oak Harbor, OH 43449

Ottawa County is an Equal Opportunity Employer and Drug Free Workplace