

We're Hiring!

Williams County
Department of Job and Family Services
117 W. Butler St. – Bryan, Ohio 43506

We are looking for self-motivated and results-oriented people looking to make a difference in the lives of children and their families.

Child Support Case Manager



Benefits to joining our team:

- **Starting rate \$16.95 - \$21.44 depending on experience**
- Full-time employment
- Impressive benefit package:
*health, vision, dental, life insurance, public retirement
- 12 paid holidays
- Paid personal days
- Employee Assistance and Wellness Programs
- Vacation
- 15 Paid Sick Leave days/year
- Flexible Schedule
- Leadership and Personal Growth Opportunities

How to apply:

- Fax cover letter and resume to 419-636-8843 Attn: Vicki Blair
- Mail cover letter and resume to 117 W. Butler Street, Bryan, OH 43506 Attn: Vicki Blair
- E-mail cover letter and resume to vicki.blair@jfs.ohio.gov

Williams County Department of Job and Family Services is an Equal Opportunity Employer

Position Overview:

You will be given the unique opportunity to help families in Williams County and to collaborate with community partners. You should have strong written and verbal communication skills, be an effective listener, be organized and have efficient computer skills. You must be able to take ownership of your work, highly adaptable to change, and have the ability to change tasks quickly and be skillful in problem solving.

Minimum Qualifications:

2 years previous experience in child support or) experience with interviewing business math, case preparation, writing skills and typing. Paralegal background preferred. You must be able to pass a criminal background check, employment verification and reference check. You must have a clean driving record and a valid Driver's License.