

COURT OF COMMON PLEAS, MONTGOMERY COUNTY
DOMESTIC RELATIONS DIVISION

DENISE L. CROSS, ADMINISTRATIVE JUDGE

TIMOTHY D. WOOD, JUDGE

*301 West Third Street
Dayton, Ohio 45422-2160
(937) 225-4063 • Fax: (937) 496-7443
Website: www.mcoho.org/dr*

NOTICE OF VACANCY

NOTICE ISSUED: September 9, 2022

POSTING PERIOD: Through Friday, September 23, 2022

POSITION VACANCY: Child Support Compliance Specialist

DEPARTMENT: Assignment

POSITION LOCATION: Dayton/Montgomery County Courts Building,
301 West Third Street, 3rd Floor

PAY/SALARY: \$20.00 / hour, \$41,600.00 Annual Salary

BENEFIT PACKAGE: Position is full-time with benefits, including paid sick and personal leave, vacation leave after one year of service, pension, health care (with partial pay by employee).

This position is an AT-WILL EMPLOYEE serving at the pleasure of the Court.

Please review the attached position description for summary of qualifications.

Persons applying are required to complete an Application for Employment, and submit with a current resume before close of business 4:00 p.m. on the last day of the posting period.

Submissions shall be sent to Jennifer A. Petrella, Court Administrator: 1) via email at D.R.EmploymentOpportunities@mcoho.org or 2) submit in person or 3) via U.S. postal mail at Montgomery County Domestic Relations Court, 301 W. Third Street, Second Floor, Dayton, Ohio 45402. Only timely and complete submissions will be considered.

AN EQUAL OPPORTUNITY EMPLOYER

www.mcoho.org/dr

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Domestic Relations
Revised: August, 2017

CLASSIFICATION TITLE: Child Support Compliance Specialist

FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Full-time
EXEMPTION TYPE	N/A	REPORTS TO	Assignment Office Manager
CIVIL SERVICE STATUS	Unclassified	WORK SCHEDULE	40 hours per week
PAY GRADE	CE4	DEPARTMENT	Court Administration

DISTINGUISHING JOB CHARACTERISTICS

An employee assigned to this classification monitors client compliance of court orders involving child support cases.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Monitors client compliance with court orders involving child support, Seek Work Orders and Sentencing Entries and Orders.

Processes new filings and checks service on Divorce, Legal Separation and Annulment cases for both Judges.

Schedules hearings for SEA motions, Mistake of Fact filings and Dissolutions.

Prepares capias and other orders, letters and correspondence to parties and agencies.

Keeps Court informed of progress through written reports and Court appearances, so as to assist Judge and/or Magistrate in making the most appropriate disposition.

Acts as a liaison between various organizations in reporting back client status to determine if future referrals are needed.

Filing and delivering of Attachments, Release from Attachments and Release from Jail orders to the Sheriff's Office.

Is cross-trained with other Assignment Office positions to assist with coverage and special projects as they arise.

Assists in completing research for monthly reports, including the statistical report for the Ohio Supreme Court.

OTHER DUTIES AND RESPONSIBILITIES

Assists in preparation of mailings or other tasks as requested by manager or other Court authority. Updates and reviews information in Courtview; Reviews cases on Clerks web and in the SETS system.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Computer; printer; telephone, fax machine, copier, calculator and other general office equipment.

CONTACTS WITH OTHERS

Law enforcement officers; other courts; Judges; Bailiffs; Job Center; CSEA; attorneys; Artemis House; general public.

CONFIDENTIAL DATA

Non-public records and information contained in party files, personnel files, mediation files, LEADS/NCIC and conciliation files. CSEA/SETS records pursuant to state and federal law. Court decisions, orders and other works in progress. In addition to confidential data, filings and other data are sensitive and may not be discussed or distributed pursuant to the Court's Code of Conduct.

WORKING CONDITIONS

Good office working conditions. Periodic exposure to irate and intoxicated persons, or those who suffer from some mental illness when assisting on "front-line" positions or speaking to parties on the phone.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Vision demands includes normal vision requirements but can include occasional viewing of computer screen requiring close focus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Court processes and procedures; legal terminology; Ohio Revised Code; local rules and legislation related to job functions; federal child support laws; general office practices.

Ability to: communicate legal process, without providing legal advice; interpret court orders; assess situations to ensure client safety and court security; maintain good public relations as Court representative; establish and maintain effective work relationships with Judge, associates, Attorneys and job contacts; handle general and technical questions; maintain confidentiality of confidential and sensitive information.

Skill in: verbal communications; operation of computer; application of job-related software programs; calculating support obligations; organization; composing court entries.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: High School Degree and two years experience performing clerical and administrative work in Domestic Relations, law office or related field.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

None

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

The provisions of this job description do not constitute a contract, expressed or implied, and any provision contained in this description may be modified or revoked without notice.