



## HUMAN SERVICES DIVISION

Daniel B. Brenneman

Director

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[www.muskingumcountyjfs.com](http://www.muskingumcountyjfs.com)

### POSITION OPPORTUNITY

CLASSIFICATION: **ATTORNEY**  
CLASS NUMBER: 70121  
BASE SALARY: \$ 27.50 per hour  
PAY RANGE: 33-A  
DIVISION: Child Support  
JOB LOCATION: 1830 East Pike, Zanesville, OH 43701  
HOURS OF WORK: Flexible Between 7:00 a.m. to 5:00 p.m.; M thru F

EFFECTIVE: **Immediately**

Apply by: Mail: HUMAN RESOURCES MANAGER  
MUSKINGUM COUNTY JOB AND FAMILY SERVICES  
445 Woodlawn Ave./P.O. Box 100  
Zanesville, Ohio 43702-0100  
or  
E-mail: [Muskingum.HR@jfs.ohio.gov](mailto:Muskingum.HR@jfs.ohio.gov)

**Date Posted: July 5, 2022**

**Deadline: Until Filled**

Documentation of meeting posted minimum qualifications must accompany either application, resume or work record information. Insufficient documentation regarding minimum qualification requirement may disqualify candidate from applicant pool.

Must be able to pass a drug test, physical and criminal background investigation.

#### Type of Position

|  |  |   |                                       |
|--|--|---|---------------------------------------|
| <input checked="" type="checkbox"/> Exempt | <input checked="" type="checkbox"/> Classified | <input checked="" type="checkbox"/> Permanent | <input type="checkbox"/> Part Time    |
| <input type="checkbox"/> Bargaining Unit   | <input type="checkbox"/> Unclassified          | <input checked="" type="checkbox"/> Full-Time | <input type="checkbox"/> Intermittent |

### **INTERNAL / EXTERNAL POSTING**

*Muskingum County Job & Family Services is an Equal Opportunity Employer.*

“People dedicated to helping people.”

## **JOB DUTIES:**

Prepares Child Support/Paternity cases for trial, independently tries cases in state, county, municipal and federal courts, examines witnesses, prepares for quasi-judicial hearings (e.g. reviews issues, holds pre-hearing conferences, negotiates out of court settlements with final approval of management); issues subpoenas and appropriate orders relating to discovery; provides legal advice, consultation and research on general child support/paternity related issues (e.g., interpretation and application of laws, rules, court ratings and procedures as they would affect daily operations) to agency and/or child support personnel as needed; assists Attorney/CSEA Manager/Supervisor 2, office of Attorney General and County Prosecutor on Resolution settlement and litigation of legal matters pertaining to child support/paternity; prepares and files legal actions (e.g., certificate of liens, contempt, lump-sum judgments, URESA/UIFSA petitions and other matters pertaining to child support overpayments); offers interpretation of CSEA manual regulations with respect to Ohio Revised Code for Attorney/CSEA Manager/Supervisor 2; prepares and files for new orders.

Conducts legal research and prepares legal briefs, memorandums and pleadings pertaining to child support/paternity and other matters pertaining to IV-D cases, reviews drafts of opinions and legal entries of other attorneys/courts; drafts and reviews contracts, leases, agreements and other documents for agency staff as needed.

Reviews agency programs and policies for legal implications; answers legal inquiries from government officials and general public. Performs related legal and administrative work (e.g., drafts contracts, orders, regulations and other legal documents); serves subpoenas; prepares reports and maintains records as needed.

Attends meetings, conferences, workshops and other training sessions as needed. Performs other duties and/or special projects as assigned.

## **MINIMUM QUALIFICATIONS:**

Admission to the Ohio Bar per Section 4705.01 of the Ohio Revised Code.

### **Unusual Working Conditions/Hazards**

The position requires no unusual physical effort or exertion. Most of the work is sedentary but involves moving light equipment or supplies weighing less than twenty pounds. The position involves limited probability of any injury. Nevertheless, minor risks that require normal safety precautions do exist which are typical of such places as offices, courtrooms, and libraries.