



13183 State Route 13
Millfield, OH 45761
(740) 797-2523 (800) 762-3775
jfs.athensoh.org

COMMISSIONERS: Charlie Adkins, Chris Chmiel, Lenny Eliason
EXECUTIVE DIRECTOR: Jean Demosky

Date: September 08, 2021

From: ACDJFS Human Resources

Re: ACDJFS - Job Posting

Athens County Department of Job and Family Services has a current full-time opening for a:

Secretary 2

Starting Pay: \$17.03 per hour

MINIMUM QUALIFICATIONS:

- High school graduate or GED.
- One-year experience as legal secretary and/or paralegal certification, plus 3 months experience as a secretary.
- One-year experience with Microsoft office or equivalent education training.
- Six months experience in customer service
- Valid Ohio Driver's License required.
- Having held this position within the past 3 years meets the minimum qualifications.

Anyone interested in this position please send application documents to:
Human Resources at: athens-cdjfs-hr@jfs.ohio.gov

Please include the following in your application documents:

ACDJFS Application
Cover Letter
Resume

ACDJFS Application can be found at: www.jfs.athensoh.org

Any questions, please contact Teresa Harris, Human Resource Supervisor at:

Teresa.Harris@jfs.ohio.gov

Athens County Department of Job and Family Services is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

ATHENS COUNTY
DEPARTMENT OF JOB & FAMILY SERVICES
An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:
Class Number: 12552
Position Control Number: 11106.0

Position Title: Secretary 2
Class Title: Secretary 2

Department / Office:
Child Support Enforcement Agency

Employment Status: Full Time

Title of Immediate Supervisor:
CSEA Administrator

FLSA Status/Pay: Non-Exempt

Grade: 27

\$20.03 hourly base

If employed after March 1, 2019 the following tiers will apply:

Year 1 of employment – 85% of current base wage

Year 2 of employment – 90% of current base wage

Year 3 of employment – 95% of current base wage

Year 4 of employment – 100% of current base wage

Normal Hours:

8:00 a.m. – 5:00 p.m. M-F

EEO Status: 05

Civil Service Status: BU

Division: Athens County

POSITION OVERVIEW: The Secretary 2 will work closely with the ACDJFS Child Support Administrator. The Secretary 2 is responsible preparing and filing various legal documentation. Works with private attorneys and multiple law authorities. The individual demonstrates the ability to manage diverse tasks, complex problem solving, and is highly detailed.

**This position requires dedication, adaptability, maintaining the highest customer service standards, and a commitment to a diverse and inclusive workplace.*

JOB DESCRIPTION:

Job duties in order of importance

ESSENTIAL DUTIES OF THE JOB

55% Reviews referrals for accuracy and sends them to the appropriate attorney. Helps trains new legal clerical staff on legal pleadings, court rules, filing procedures and office procedures. Designs and types all legal proceedings, for the attorney's signature, to establish, modify, and/or enforce support orders in court. Requires use of word processing. Submits legal pleadings to attorney for review and signature. Copies legal pleadings according to court rules, obtains magistrate's and judge's signatures, files with the Clerk, and mails copies to interested parties. Maintains copies for files and appropriate staff for documentation. Reviews referrals from all CSEA staff for modification of various court orders related to support. Types changes, copies, and files with court. Notifies parties of changes, including appropriate CSEA staff. Prepares and notarizes affidavits for use in court filings. General office duties. Maintains a tickler system for filing and tracking legal documents and correspondence.

40% Schedules and coordinates appointments for attorneys and maintains their court schedule. Maintains appointment book for legal staff. Makes certain that all pleadings are filed on time with coordinating hearing dates. Notifies all parties involved. Informs court, CSEA staff, and

parties as required. Notification may be through correspondence or via telephone. May require appearing in court as a witness. Maintains active warrant database and coordinates execution of warrants with local authorities. Screens and distributes mail to attorneys. Screens and escorts visitors to CSEA staff. Maintains files and distributes information to the legal staff. Copies, collates, and distributes written materials and acts a receptionist for legal staff. Provides back-up services to Customer Relations Staff, as needed. Maintains file bank. Reviews responding UIFSA cases for registration purposes. Reviews for necessary information, makes requests for missing information, types motion and summons and sets dates for hearings. Maintains communication with Initiating state of all changes. Files documents with court. Makes status inquiries when necessary. Notifies court or CSEA staff of any orders when received. Tracks statistical information regarding legal activity. Attends regular staff meetings, conferences and other training related to child support. Provides back-up service for Customer Relations Unit as needed. Maintains CSEA file bank.

OTHER DUTIES AND RESPONSIBILITIES

- 5% Other duties as assigned. May be required to perform duties under supervision of the Athens County Red Cross during an emergency in accordance with the Athens County Department of Job and Family Services Disaster Preparedness Plan and the Athens County Emergency Operations Plan.

WORKER CHARACTERISTICS AND MINIMUM QUALIFICATIONS

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates may be developed after employment)

2, 8, 9 a, 11 a, b, 12, 13 a, b*, 14, 16, 23 (Domestic Relations, Civil Practice, court rules, child support) 24, 25 b, 29 (copier, computer, calculator, word processing, databases) 30 a, b, c, e, f, h i, j, l, r, 31 a, b, c, d, 32 f, h, i, j, l, m, n, o, p, q, 33 a, b, e, 34 b, c, d, f, i, 35 a.

Knowledge of: Bookkeeping, lead work, public relations, human relations, office management, office practices & procedures, agency policies & procedures*3, government structure & process, interviewing, law.

Skills: Transcription, word processing, equipment operations.

Ability to: Carry out simple instructions, recognize unusual or threatening conditions & take appropriate action, carry out detailed but basic written or oral instructions, carry out instructions in written, oral and picture form, deal with problems involving several variables in familiar context, apply principles to solve practical, everyday problems, deal with a variety of variables in somewhat unfamiliar context, interpret variety of instructions in written, oral picture or schedule form, define problems, collect data establish facts & draw valid conclusions, deal with many variables & determine specific action, count, do basic addition & subtraction, read & record figures accurately, comprehend & record, figures accurately, add, subtract, multiply & divide whole numbers, comprehend short sentences with basic, concrete vocabulary, read simple sentences with common vocabulary, comprehend simple sentences with common vocabulary, copy material accurately, & recognize grammatical & spelling errors, maintain accurate records, transcribe dictation, make appointments, screen mail, originate routine business letters reflecting standard procedures, interview job applicants effectively, understand manuals & verbal instructions, technical in nature, arrange items in numerical or alphabetical order, sort items into categories according to established methods, gather, collate & classify information about data, people or things, work alone on most tasks, cooperate with co-workers on group projects, answer routine telephone inquires from public, handle sensitive inquiries from & contacts with officials & general public, resolve complaints from angry citizens & government officials, demonstrate physical fitness.

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Signature of Appointing Authority

8/30/21

Date

Signature of Employee

Date