

# Richland County Job posting

August 29, 2022

**DEPARTMENT:** Richland County CSEA  
**POSITION:** Full Time Case Manager  
**HOURS:** Monday – Friday 7:30 a.m. – 4:00 p.m.  
**APPLICATION DEADLINE:** September 16, 2022 at 4:00 p.m.

**Position Description:** **Case Manager** – Duties include managing child support cases in accordance with federal, state, and local laws and procedures. Responsibilities include taking calls; interviewing clients; preparing legal documents and calculating support arrears.

**Minimum requirements:** Completion of secondary education or equivalent; Two (2) or more years of related work experience and/or training; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. In addition, must have excellent communication and organization skills.

**Preferred Qualifications:** Associates or Bachelor's degree in a related field.

**Salary & Benefits:** \$16.50 per hour (\$34,320.00 annually), Ohio Public Employees Retirement System; Excellent health insurance; Generous leave package including 14 paid holidays, paid sick leave, 24 hours of personal leave annually and paid vacation after the first year of employment.

Application **MUST** be submitted for consideration.  
Resume may be submitted in addition to – but not in place of – application.

**Applications may be obtained from and submitted to:**

Richland County Commissioners  
50 Park Avenue East  
Mansfield, OH 44902  
419-774-555

-OR-

Applicants may apply online at  
[www.richlandcountyoh.gov/Jobs](http://www.richlandcountyoh.gov/Jobs)

**Application Deadline:** All applications must be submitted to the Richland County Commissioners at the above address or online at the above link **by 4:00 p.m., Friday, September 16, 2022.**

All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, evaluated, or otherwise managed in a fair equitable manner based solely upon merit, fitness and such bona fide occupational qualifications as each individual might possess. No personnel decision shall be based upon race, color, religion, sex, national origin, age, handicap, disability, or other non-job-related criteria.