

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 9/17/20

Response Deadline:9/27/20

Agency: Child Support Enforcement Agency	Job Title: Chief Legal Counsel
Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/>	Bargaining Unit Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overtime Exempt Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Salary: \$64,979.20-\$92,331.20
Work Location: 315 High Street Hamilton OH	Hours of Work: 8:00-4:30 Monday-Friday

Essential Functions:

(1) Serves as staff attorney; provides legal services for the Child Support Enforcement Agency which include, but are not limited to, conducting legal research and rendering legal opinions; reviews support cases and determines appropriate action; prepares complaints, petitions, motions, affidavits, pleadings, briefs, judgment entries and other legal documents when required; and represents Butler County CSEA in administrative and judicial proceedings.

(2) Manages and supervises the activities of the legal unit; ensures that all applicable federal and state laws, rules, regulations, agency policies and procedures and other appropriate directives are followed; assists in drafting programmatic procedures and policies; implements policies and procedures within the unit; determines work priorities of the team; provides direction to all members of the staff; evaluates unit performance and effectiveness; identifies problems and recommends solutions to ensure the effective and efficient operation of the unit; develops and maintains a program of training, staff development and continuing education for the unit; provides direction and training to unit staff in all areas of their job duties; regularly reviews CSEA procedures and practices as well as the Child Support Program Manual developed by the OCS (Office of Child Support), and other applicable state and federal statutes and regulations related to, but not limited to, assigned duties; ensures that all new clearances sent by the OCS are reviewed and commented on in a timely manner; recommends updates to the Butler County CSEA Policy and Procedure Manual to reflect new procedures and policies due to a change of state and federal laws; interviews for staff positions and makes recommendations to the deputy director; evaluates employee performance; and recommends disciplinary action to deputy director and/or provides discipline when necessary.

(3) Ensures that all new clearances sent by the OCS are reviewed and commented on in a timely manner and consistently updates the Butler County CSEA Policy and Procedure Manual to reflect new procedures and policies due to a change of state and federal laws.

(4) Attends and participates in all mandatory meetings, training sessions, or classes.

Required Qualifications:

Juris Doctor (J.D.) degree from an accredited law school and admitted to practice law before the Supreme Court of Ohio; five years relevant work experience in juvenile/domestic relations matters or the child support program preferred.

Selection Procedure: Resumes and Interviews

**Submit Cover Letter
and Resume To:**

(please indicate Job
Title in Cover Letter)

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011

Or by email to: resumes@butlercountyohio.org
(please indicate Job Title in subject line)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the Americans With Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER