

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

**Posting Date:** 9/25/20

**Response Deadline:** 10/5/20

Applications accepted until position is filled

<b>Agency:</b> Child Support Enforcement Agency	<b>Job Title:</b> Case Maintenance Clerk
<b>Classified</b> <input checked="" type="checkbox"/> <b>Unclassified</b> <input type="checkbox"/>	<b>Bargaining Unit</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Overtime Exempt</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Salary:</b> \$15.62-\$20.84 per hour
<b>Work Location:</b> 315 High Street Hamilton	<b>Hours of Work:</b> Part-Time, M-F, 28 hrs/wk

**Essential Functions:**

- Prompt and Regular attendance.
- Receives and processes all administrative and court entries by sorting and clearing them on the computer system; makes all necessary and appropriate adjustments in cases relating to case demographics, support orders and arrearage balances and communicates to agency staff the need for additional follow-up; and receives all referrals from Butler County Children’s Services and takes appropriate action to ensure case set-up and/or enforcement.
- Performs general clerical tasks by sorting, filing and alphabetizing records and documents; opens, sorts and distributes mail; assists in maintaining of the digital filing system; and performs clerical functions related to assigned duties, including limited typing.
- Answers inquiries regarding cases from internal and external customers.
- Attends and participates in all mandatory meetings, training sessions, or classes.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

**Required Qualifications:**

A Bachelor's degree, preferably in law enforcement, criminal justice or related field; or Associates Degree in law enforcement, criminal justice, paralegal studies, criminal justice, law enforcement or related field plus one year of relevant work experience; or a high school diploma or GED plus three years relevant work experience in a human services, child support enforcement, law enforcement agency or related field during which time the candidate has consistently demonstrated above average performance while strongly exhibiting the skills, aptitude and knowledge necessary to perform the job duties of this position; and ability to answer routine inquiries from the public and other CSEA staff in a polite and professional manner. Training will be conducted by unit supervisor and/or assistant supervisor.

**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](mailto:resumes@butlercountyohio.org)  
(please indicate Job Title in subject line)

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

Pursuant to the ADA Amendments Act of 2008, 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**