

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

Posting Date: 01/25/2021

Response Deadline: 02/07/2021

Agency: Child Support Enforcement Agency	Job Title: Audit Technician
Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/>	Bargaining Unit <input checked="" type="checkbox"/> No <input type="checkbox"/>
Overtime Exempt Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Salary: \$16.52 per hour
Work Location: 315 High Street, Hamilton, OH	Hours of Work: 8:00-4:30 Monday-Friday

ESSENTIAL FUNCTIONS

- Prompt and regular attendance.
- Training on the following duties will be coordinated by CSEA Management.
- Review and accurately interpret all court orders, administrative orders, pleadings, payment records, case narratives, case files, and other documentation. Prepare accurate calculations of arrearages due on accounts based upon those interpretations and in accordance with stated agency policy.
- Calculating and auditing support records, arrearages and unreimbursed public assistance (OWF) for purposes of enforcing existing support obligations and whenever requested by the Prosecuting Attorney, the Court, private attorneys, obligors, and obligees. Prepare accurate findings, notices and other reports, including lump sum benefit payments, emancipation and termination notices, for dissemination to courts, obligors, obligees or others as appropriate. Copying all pay records when necessary.
- Respond to all types of inquiries, both written and verbal, from custodial parents, absent parents, the general public, other child support agencies or entities, and other individuals and organizations. Provide accurate and complete information in a timely manner. Convey that information in a logical, understandable, courteous and grammatically correct manner.
- Regularly review and develop a comprehensive knowledge of CSEA procedures and practices, the ODJFS Child Support Enforcement Manual and other applicable state and federal statutes and regulations related to, but not limited to, assigned duties. Ensure that all assigned manuals are complete and up-to-date at all times.
- Utilize the agency's computer system to extract and accurately interpret information regarding both case demographics and support payment histories. Update information as necessary.
- Maintain statistical data regarding arrearage audits and prepare reports based upon the data, as require; perform clerical functions related to assigned duties.
- May occasionally testify in court and administrative proceedings regarding arrearage calculations.
- Serve clients by answering questions and assisting in resolving problems either in person, via telephone, or through written communication.
- Works with CSEA Staff and related agencies, offices, courts, and other organizations in a respectful, cooperative and efficient manner in order to provide a high level of service to the agency's clients.
- Attends and participates in all mandatory meetings, training sessions, or classes.
- Preserves and protects the confidential nature of any information maintained by the agency.

REQUIRED QUALIFICATIONS

An Associate's Degree in business, accounting, paralegal studies, or related field; or a high school diploma or GED plus one year relevant work experience in an accounting department, human services, child support enforcement, or law enforcement agency 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.

SELECTION PROCEDURE Resumes and Interviews

SUBMIT COVER LETTER AND RESUME TO

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

or by email to: resumes@bcOhio.us
(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