

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

**Posting Date:** 10/10/17

**Response Deadline:** 10/17/17

<b>Agency:</b> Child Support Enforcement Agency	<b>Job Title:</b> Collections Processor (Part Time) PCN 03:41019.5
<b>Classified</b> <input checked="" type="checkbox"/> <b>Unclassified</b> <input type="checkbox"/>	<b>Bargaining Unit</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Overtime Exempt</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Salary:</b> \$13.20 per hour
<b>Work Location:</b> Hamilton	<b>Hours of Work:</b> 10:30-4:00 Monday-Friday

**Essential Functions:**

- Prompt and regular attendance.
- Training on the following duties will be coordinated by CSEA Management.
- Process on a daily basis all support and related payments received by the agency at the payment window, including but not limited to the following, cash payments and credit card payments. Post payment to the proper accounts in the computer system and balance daily receipts.
- Greet customers for hearings and/or appointments, accept/receipt paperwork, provide general information in an efficient and friendly manner to all customers at all times, including high volume time periods.
- Clear and provide SETS numbers for emails sent to agency, prepare printouts of support payment records and other documents upon request and when allowable under agency policy.
- Maintain and balance daily ledger; perform monthly/weekly reconciliation of the computer with the bank; may entail searching and correcting errors in order to obtain a valid balance.
- Prepare daily bank deposit and provide back up as needed with Check Traveler Log sent to Ohio Child Support Payment Central.
- Research records necessary for customer inquiry of unclaimed checks, along with working daily mail reports received from State Vendors.
- Perform necessary steps to reissue stop payment and voided checks, along with providing customers with copies of redeemed disbursements.
- Perform tasks necessary to request financial corrections, recoupment accounts and recoupment account maintenance.
- Attend and participate in all mandatory meetings, training sessions, or classes.
- Preserve and protect the confidential nature of any information maintained by the agency.
- Regularly review and develop a comprehensive knowledge of CSEA procedures and practices.

**Required Qualifications:**

High school graduate or GED plus two years relevant work experience/college classes; or Associate's Degree in business administration, finance, accounting or related field; knowledge and ability to handle cash; ability to maintain control while serving a line of customers; ability to accurately input data into a computer system; ability to answer routine inquiries from the public and other CSEA staff in a polite and professional manner; excellent verbal and written skills; ability to use independent judgment when performing job related duties.

**Selection Procedure:** Resumes and Interviews

**Submit Cover Letter and Resume To:**

(current Employees may submit Internal bid form)

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**