

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

Posting Date: 07-27-18

Response Deadline: 08-06-18

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| Agency: Child Support Enforcement Agency | Job Title: Legal Secretary (PCN 03:50026) |
| 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: \$13.20 per hour |
| Work Location: 315 High Street, Hamilton, OH | Hours of Work: 8:00a – 4:30p Monday-Friday |

Essential Functions:

- Prompt and regular attendance.
- Training on the following duties will be provided by CSEA Management.
- Under general direction of the Chief Legal Counsel, the Legal Secretary performs all secretarial functions as needed and required by the supervising attorney. Duties include typing of all correspondence and drafting of form letters for review.
- Answers telephone inquiries for the Legal Unit and provides information upon request as permitted by state and federal law. Utilizes the agency's computer system to input complete and accurate case information. Extracts and accurately interprets information regarding both case demographics and case work. Updates client information in the computer as necessary.
- Prepares reports, statistical data, and detailed correspondence and legal documents. Proofs copies for accuracy and makes corrections. Files motions, complaints, pleadings, affidavits and other legal documents or actions with local Courts.
- 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:

Associate's Degree, Word Processing Certification or two (2) years similar or equal work experience in an office environment performing job duties related to this position. Proficient in the use of office equipment; knowledge of the legal system; excellent verbal and written skills; ability to use independent judgment when performing job related duties or any combination of education, experience and/or training equivalent to the stated minimum qualifications.

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
(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