

**WARREN COUNTY  
CHILD SUPPORT ENFORCEMENT AGENCY**

**POSITION AVAILABLE**

JOB CLASSIFICATION TITLE: COURT SECRETARY  
DEPARTMENT: CHILD SUPPORT  
ENFORCEMENT AGENCY  
PROBATIONARY RATE: \$ 17.00 /HOUR (365 DAYS)  
SCHEDULED HOURS: 40 HOURS PER WEEK

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**SEE ATTACHED JOB DESCRIPTION FOR MINIMUM  
QUALIFICATIONS AND ESSENTIAL DUTIES OF THIS POSITION**

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF  
TIME NOT LESS THAN SEVEN CONSECUTIVE  
DAYS.

**APPLICANTS MAY FAX/MAIL AN APPLICATION OR APPLY IN PERSON  
BETWEEN THE HOURS OF 8:00 A.M. AND 4:30 P.M. AT:**

WARREN COUNTY  
CHILD SUPPORT ENFORCEMENT AGENCY  
**ATTN: KIM REISINGER**  
500 JUSTICE DRIVE  
PO BOX 440  
LEBANON, OHIO 45036  
FAX 513.695.2969

**A WARREN COUNTY APPLICATION MUST BE COMPLETED.**

NO PHONE CALLS PLEASE

**APPLICATIONS CAN BE SUBMITTED UNTIL THE POSITION IS FILLED.**

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND  
A BACKGROUND CHECK.

WARREN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

# PERKS & BENEFITS OF WORKING AT THE CSEA

## Monday through Friday

7:30am-4:30pm

1 hour lunch break

**THREE (3) WEEKS of Vacation**, after completion of 1 year of service

## Work Environment

Work/Life Balance

Job Stability

## Affordable Health Insurance

- HDHP (High Deductible Health Plan)
- HSA (Health Savings Account)
- Medical & Prescriptions
- Dental
- Vision

## Supplemental Insurance - AFLAC

## Deferred Compensation

## OPERS Retirement

- 14% Employer Contribution

## Sick Time earned

## 11.5 Paid Holidays each year

- New Years Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Day After Thanksgiving
- ½ Day Christmas Eve
- Christmas Day



# WARREN COUNTY CHILD SUPPORT ENFORCEMENT AGENCY

## POSITION DESCRIPTION

<b>JOB CLASSIFICATION TITLE:</b>	Court Secretary
<b>FLSA STATUS:</b>	Non-exempt
<b>EMPLOYMENT STATUS:</b>	Full-time
<b>PROBATION PERIOD:</b>	365 Days
<b>REPORTS TO:</b>	Legal Coordinator
<b>CIVIL SERVICE STATUS:</b>	Classified
<b>DIVISION:</b>	Court Team

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### DISTINGUISHING JOB CHARACTERISTICS

Under general supervision, the Court Secretary is primarily responsible for creating, formatting, and preparing legal documents for Warren County Child Support Enforcement Agency (WCCSEA); attends court hearings; monitors objections time frames; prepares court entries including any addendums and/or forms as ordered by the Court; copies, distributes, and mails legal documents to the appropriate parties and investigator(s).

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with the requirements of that Act.**

- Demonstrate proficiency in Microsoft Word;
- Type proficiently;
- Create, format, and prepare legal documents (court motions; entries; decisions; orders);
- Prepare any correspondence for staff attorneys, as requested;
- Copy/distribute/mail all entries to the appropriate parties and investigator(s);
- Communicate clearly and effectively;
- Handle confidential information in accordance with WCCSEA policy;
- Demonstrate a regular and predictable attendance;
- Performs other duties as assigned.

### EQUIPMENT OPERATED

Computer; printer; imaging system, calculator; copier; fax machine; shredder; telephone; and other standard office equipment.

### CONTACT WITH OTHERS

Non-residential parents (payors); residential parents (payees); employers; governmental agencies; attorneys, Magistrates, Judges, other court personnel and the public.

**PHYSICAL DEMANDS**

The following physical demands are typically exhibited by position incumbent performing this job's essential duties and responsibilities. The physical demands are not and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the jobs essential duties because of an ADA disability.

While performing duties of this job, the employee frequently sits for extended periods of time at a computer. Employee talks and hears over the telephone. Other demands include frequent close, detailed vision when operating the computer, and the ability to adjust focus for close work. Physical demands include, but are not limited to, standing, walking, bending, and stooping.

**QUALIFICATIONS**

Any combination of education, training, course work or experience of general office practices and procedures.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

- High School diploma or equivalent;
- Valid Ohio Driver License

**This job description in no manner states or implies these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.**

By signing this document, I agree that I have read and understand the duties required of me to properly perform this job and accept the position under the conditions outlined in this document. And, that I have received a copy of the Warren County Personnel Policy.

Employee Signature	Date	Witness	Date
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Printed Name of Employee	Printed Name of Witness
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