

LORAIN COUNTY DEPT. OF JOB & FAMILY SERVICES

BARBARA TAMAS, DIRECTOR

42485 NORTH RIDGE ROAD - ELYRIA OH 44035-1057

(440) 323-5726/244-4150 FAX: (440) 323-3422

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| JOB NUMBER 21- 29 | CLASSIFICATION Investigator 1 |
| PAY GRADE AND RATE 26.5 - \$16.89 | |

All resumes or applications must demonstrate how you meet the following requirements. Resumes or applications should be mailed to: Kristin Whiteman, 42485 N. Ridge Rd., Elyria OH 44035.

Please submit resumes or applications by October 8, 2021. Applications may be obtained in person at 42485 N. Ridge Rd., Elyria, OH 44035 or the agency website www.lcdjfs.com.

BRIEF DESCRIPTION OF JOB:

Under the direct supervision of the unit supervisor, conducts in-depth, in-house investigations of all Child Support Enforcement cases in compliance with state and federal Child Support rules and regulations. Conducts in-depth office/phone interviews, studies, and searches records, gathering information and evidence from the agency and other outside sources as part of the preparation of a detailed investigative report. Reviews and corrects all information gathered. Prepares statements and agreements between parties for administration judgments. Works with the Domestic Relations Child Support staff as well as the County Prosecutor when necessary. Prepares and organizes investigative reports and maintains logs. Maintains a caseload and takes necessary actions. Responds to inquiries from clients and their representatives, other county Child Support Investigators, employers, attorneys, and government officials. Completes location process from start to completion. Compiles and evaluates information and prepares administrative and judicial referrals; compiles and evaluates information and evidence and prepares a written report of findings or recommendations. Completes various enforcement reports on a monthly basis. May be required to attend court hearings when subpoenaed or upon request of the County Prosecutor. Keeps case files updated by submitting case verifications for electronic imaging. Performs clerical functions related to investigations and follow-up reports, updates files, proofreading reports, other correspondence, telephone support, etc. Performs other related duties as assigned by the Director or designee.

MINIMUM REQUIREMENTS:

- The position requires completion of an undergraduate core program or a two-year technical program in behavioral science, social science, law enforcement or a related field.
- Or two years experience in position in client services requiring the knowledge and application of laws, rules, regulations, and procedures for determining eligibility for public assistance programs.
- One course or six months experience in interviewing techniques, one course or six months experience in typing/keyboarding/word processing, one course or six months experience in business mathematics, once or six months experience in criminal investigations, one course or six months experience in case preparation techniques, one course or six months experience in criminal court process and procedures, and one course or six months experience in techniques of writing.
- Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

AGENCY QUALIFICATIONS:

- Good Interviewing Skills
- Ability to Research and Perform Investigative Techniques
- Basic Computer Skills
- Good Public Relation Skills
- Written and Oral Communication Skills
- Ability to Collect Data, Establish Facts, and Draw Valid Conclusions
- Organizational Skills
- Cultural Sensitivity
- Dependable Transportation with Appropriate Liability Insurance and a Valid Ohio Driver's License with a Good Driving Record
- Good Attendance
- Notary (or become a notary)