



Perry County Job and Family Services

EXTERNAL POSTING URGENT HIRE for Unit Support Worker II

Classification: Unit Support Worker II
Department: CSEA
Pay Range: 25B
PCN: 10048
Posted: July 26, 2022

Working title: Unit Support Worker II
Normal working hours: 8am – 4:30pm
Starting Rate: Step 1 \$17.56

Application Deadline: Urgent Hire – Until Filled

Applications are available online at [Human Resources - Perry County Job and Family Services \(perryjfs.org\)](http://HumanResources-PerryCountyJobandFamilyServices(perryjfs.org))
Submit completed Application, Resume, and 3 Professional References,
via email: PerryHR@jfs.ohio.gov

RESPONSIBILITIES:

- Works daily referral report and mails applications as needed.
- Scans mail and all other relevant documents.
- Takes documents to courthouse and prosecutor for filing and picks up documents from them.
- Prepares mail
- Responds to requests for verifications for housing assistance
- Assists clients by taking incoming calls
- Answering phones
- Making referral to appropriate services or caseworkers
- Updates appropriate SETS screens
- Works with State financial offices to track and monitor payments or correct errors
- Sets up and administers recoupment accounts for overpaid cases
- Establishes repayment plans
- Sends monthly reminders for payment
- Attends and participates in trainings, conferences, meetings, and other special events related to child support or agency business and other duties as assigned

MINIMUM CIVIL SERVICE QUALIFICATIONS:

- Twelve months experience as a Unit Support Worker 1, 30111 and a valid driver's license
- **Or** formal education in arithmetic that includes addition and subtraction, reading and speaking common English vocabulary, one course or six months experience in typing, keyboarding or word processing and a valid driver's license. Also requires an additional twelve months experience in typing, keyboarding or word processing and working in an office environment handling in-person and/or telephone contacts with clients, customers and/or general public. Knowledge of court processes, federal, state and local laws, rules, regulations, and guidelines for child support. Knowledge of local services available for referrals.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.