

RICHLAND COUNTY CHILDREN SERVICES

Leading our community in assuring the safety, well-being and permanency of children at risk of abuse and neglect.



Job Posting: FULL-TIME PARALEGAL
Date Posted: August 28, 2019 – September 12, 2019

Position: Paralegal

Available: As determined by the Agency and successful candidate

Wage: \$14.96 starting rate (\$15.41 post-probation) with consideration given for relevant advanced degree, and/or prior child welfare caseworker experience.
Compensation package includes excellent health benefits; generous leave package, including vacation, paid holidays, sick leave and personal days; OPERS Retirement; Longevity pay increases, and other benefits. See Benefits Summary at www.richlandcountychildrenservices.org.

Qualifications:

- Paralegal Certificate from accredited program; *OR*
- Bachelor's Degree in related field *and* prior work experience demonstrating an ability to perform the essential functions of the paralegal position;
- Valid Ohio Driver's License with an acceptable driving record, as defined in Agency policy, and personal vehicle for daily job performance;
- Ohio Notary Public credential (may obtain after hire)

Essential Job Functions:

- Ability to perform legal research via legal database services
- Prepare written confidential correspondence, complaints, pleadings and motions
- Understanding of the timeline of a child welfare case through juvenile court and related legal documents and procedures
- Ability to work accurately in a high-volume environment
- Create, maintain, organize files and documents to support the legal services manager and agency attorneys

Work Hours: Monday – Friday 8:00 AM to 4:30 PM

- Holidays, weekends, and on call as needed
- This position may be required to work beyond standard Agency office hours as necessary to meet the needs of Agency clients and to complete assigned duties.

PLEASE SUBMIT THE FOLLOWING VIA EMAIL to: RICHL_PCSA_HR@jfs.ohio.gov
or fax to HR Manager at: 419.774.4103

- **Resume**
- **Letter of Interest**
- **Required Employment Application** found at: www.richlandcountychildrenservices.org

RCCS is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.