

SCIOTO COUNTY
DEPARTMENT OF JOB AND FAMILY SERVICES
710 Court Street * P.O. Box 1347
(740) 354-6661

COUNTY COMMISSIONERS

Scottie Powell, Chairman
Cathy Coleman
Bryan Davis



DIRECTOR
Tamela Moore Morton

SCIOTO CO. DEPT. OF JOB & FAMILY SERVICES – EXTERNAL JOB POSTING
03/05/25

Investigation Supervisor – Hearing Officer

Permanent/Full-Time

Position exempt from Collective Bargaining Unit

Under direction of the Director, the Investigation Supervisor - Hearing Officer prepares for administrative hearings (e.g., schedules the date, time, and place of hearing; arranges for the appearance of all trial participants; reviews cases and associated files scheduled for hearing; researches relevant regulations, policies, and laws, etc.); conducts hearings (e.g., ensures all involved parties' right to due process is afforded; maintains orderly proceedings; elicits testimony from witnesses; reviews and assesses testimony and evidence; applies appropriate program regulations and/or state and federal laws; recommends a final decision and renders a written decision, etc.) and supervises all assigned staff.

The minimum qualifications are as follows:

- Completion of 2 years technical training or undergraduate major core coursework in Criminology, Social Work, Psychology, or related field, plus 2 years investigative experience in a social service agency or similar environment. Bachelor's degree from an accredited college or university in public administration, human services, psychology, social work, education, or other related field is preferred;
- Completion of secondary education or equivalent (high school or GED) plus one (1) or more years of related experience and/or training;
- Or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities;
- Must possess or be able to obtain a Hearing Officer Accreditation Certificate;
- Must possess or be able to obtain an Ohio Notary Public;
- Valid drivers' license, state minimum vehicle insurance, and acceptable driving record;
- Must pass Drug Screening and BCI/FBI Background Check.

RATE OF PAY \$ 25.17 hourly (Pay Range 31)

Deadline Date: 03/11/25 @ 4:30 p.m.

Internal applicants will be given first consideration. If there are no internal applicants, or if internal applicants do not meet the minimum qualifications of the position, external applicants will be considered. SUBMIT RESUMES with COVER LETTERS - (NO CALLS) to:

Email: Scioto_HR@jfs.ohio.gov

or

Scioto County Dept. of Job & Family Services

Attention: Personnel Department

P.O. Box 1347

Portsmouth, OH 45662

SCIOTO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER