

**SCIOTO COUNTY
DEPARTMENT OF JOB AND FAMILY SERVICES**

710 Court Street * P.O. Box 1347
Portsmouth, Ohio 45662
(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 –
04/09/25**

(1) Vacancy – CSEA Investigator 2

**Child Support Enforcement Agency
Permanent/Full-Time
Collective Bargaining Unit Position**

The minimum qualifications are as follows:

- Ability to calculate fractions, decimals & percentages & to read and write common vocabulary;
- 1 Course in Principles of Interviewing (or 1 month experience);
- 1 Course in Criminal Investigation or Investigating Methods, Practices & Procedures (or 3 months experience);
- 1 Course in Case Preparation Techniques (or 1 month experience);
- 1 Course in Effective Oral Communication (or 1 month experience);
- 1 Course in Technical Writing (or 1 month experience writing detailed technical reports);
- Or equivalent to any/all above;
- Valid drivers' license, state minimum vehicle insurance and acceptable driving record;
- Must pass Drug Screening and BCI/FBI Background Check

RATE OF PAY \$ 19.69 hourly (Pay Range 27)

APPLICATION DEADLINE DATE 04/15/25 @ 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

"Scioto County Somewhere Special"