



Domestic Relations Officer I

Department: Domestic Relations (Union)

Salary: \$18.54 per hour

Location: Jim Thorpe, PA

Post Date: April 1, 2024

Hours: (M-F) 8:30am – 4:30pm

Job Posting #48

Application Deadline: April 15, 2024

Department Profile:

The functions of the Domestic Relations Office (DRO) are to establish paternity, establish and maintain support orders, enforce financial and medical orders and locate absent parents.

The Carbon County Domestic Relations Office is part of the Pennsylvania Child Support Enforcement System, known as PACSES. All counties in Pennsylvania are a part of this statewide-computerized system. A centralized office in Harrisburg, known as the State Collection and Disbursement Unit (SCDU), handles all support payments and check processing. All other services are still provided through the Carbon County Domestic Relations Office.

◆ Typical Duties

The essential functions of this position are to establish and modify support orders and conduct and mediate conferences; monitor enforcement caseload; conduct conferences with delinquent defendants to enforce compliance with support orders; review and update employment and medical information on the parties; prepare and present contempt cases to the Court; make recommendations to the Court on support cases; prepare bench warrants; correspond with other Courts, government agencies and employers; review cases for submission to credit bureaus, driver license suspension and freezing of financial assets; use all support remedies available through PACSES system; disseminate information to clients, attorneys and or employers concerning policies and procedures of the child support program; answer correspondence concerning enforcement issues.

◆ Minimum Qualifications

Applicant must be able to speak and understand the English language and follow oral and written instruction; possess technical knowledge of operating personal computers and other office equipment; possess knowledge and ability to practice correct usage of grammar, spelling and filing procedures; possess the ability to learn assigned clerical tasks and adhere to prescribed departmental procedures; possess the ability to perform simple math calculations and tabulations accurately and within reasonable speed; possess the ability to learn Court/County rules, procedures and legal functions; and possess the ability to establish and maintain an effective working relationship with staff and the general public.

◆ Additional Qualifications/Preferences

- Applicant must possess a Bachelor's Degree in Psychology, Sociology, Criminal Justice, Human Services or a related field. Work experience preferred: 6-12 months experience in child support, administration of justice, public administration or related human services field or any equivalent combination of experience and/or training.
- Applicant must complete a criminal background investigation and pre-employment drug screen prior to appointment.

How to Apply

Application to be filed with Karen Sweeney in Court Administration.

Application and job description may be obtained from:

Karen Sweeney, Assistant Court Administrator

Carbon County Courthouse, Court Administration Office, 3rd Floor

4 Broadway, P.O. Box 131, Jim Thorpe, PA 18229

Telephone: (570) 325-8556 Extension 3200, Fax (570) 325-9449

Email: klsweeney@carboncourts.com or the application may be downloaded on line at www.carboncourts.com

Pre-employment testing for this position will be held on Wednesday, April 17, 2024 at 10:30 a.m. in the Law Library, at the Carbon County Courthouse, 4 Broadway, 2nd Floor, Jim Thorpe, PA 18229.

Unified Judicial System Hiring Policy

The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. UJS hiring and employment policies and procedures are intended to conform to all applicable state and federal laws governing fair and nondiscriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.