



**COURT OF COMMON PLEAS OF LEHIGH COUNTY
THIRTY FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
DOMESTIC RELATIONS SECTION
455 WEST HAMILTON STREET, ROOM 320
ALLENTOWN, PENNSYLVANIA 18101-1614**

Raymond T. Stabinsky, Director
Julie Haring, Deputy Director

Phone: (610) 782-3185
Fax: (610) 782-3725

SUMMARY

The Domestic Relations Section (DRS) is a division of the Court of Common Pleas of Lehigh County that is responsible for the establishment and enforcement of child support orders under the federal Title IV-D child support enforcement program. The DRS has 62 full-time dedicated staff whose primary mission is to enhance the lives of children and families by ensuring both parents provide the necessary financial support to their children. The DRS has almost 9,000 active support cases in Lehigh County and collects over \$45 million dollars annually in child support payments.

JOB TITLE: Secretarial Support 1
STARTING SALARY: \$37,794

CLASS/GRADE: 2011/55

POSITION DESCRIPTION

This is a full-time entry level secretarial support position that performs various secretarial and clerical duties by utilizing the Pennsylvania Child Support Enforcement System (PACSES). A position in this class reports directly to a Court Operations Officer.

POSITION DUTIES AND RESPONSIBILITIES

- Provides client service at the front desk receptionist area and the docketing unit; checks-in clients and attorneys appearing for scheduled conferences and hearings.
- Conducts case research and answers general and case specific questions.
- Performs data entry, scheduling, and case processing.
- Processes over-the-counter support payments by utilizing a cash register.
- Opens and processes incoming mail and correspondence.
- Files and images court documents and legal filings.
- Performs related work as required.

REQUIREMENTS AND QUALIFICATIONS

- Education equivalent to completion of a high school diploma.
- Secretarial/clerical experience in an administrative, professional, governmental, or judicial setting is preferred.
- Knowledge of secretarial and clerical procedural and processing requirements governing records keeping, documentation, and similar office functions in an administrative, governmental, judicial, or similar office.
- Knowledge of secretarial and clerical techniques pertaining to filing, receptionist, cashier, and similar office procedures.
- Knowledge of English usage, grammar, spelling, and punctuation as used in routine secretarial and clerical assignments.

- Ability to learn specific secretarial and clerical processing requirements governing the operation of the Domestic Relations Section and the judiciary.
- Excellent communication skills, including the ability to express ideas clearly and accurately to clients, members of the judiciary, co-workers, representatives of other agencies, and the public.

TO APPLY

Interested candidates must submit online a completed county application, resume, and cover letter to the Office of Human Resources by visiting www.lehighcounty.org for consideration. The Domestic Relations Section will directly contact those applicants that they are interested in as potential candidates for the position. Skills Assessment Testing is required.