



**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
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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 over 8,400 active support cases in Lehigh County and collects over \$45 million dollars annually in child support payments.

JOB TITLE: Conference Officer Manager
STARTING SALARY: \$82,742

CLASS/GRADE: 0336/26

POSITION DESCRIPTION

This is a full-time professional level position that manages and supervises a team of professional staff in the establishment and enforcement of support orders by utilizing the Pennsylvania Child Support Enforcement System (PACES). A position in this class reports directly to the Director.

POSITION DUTIES AND RESPONSIBILITIES

- Directly supervises a team of professional (DR Officers I, II) in the establishment and enforcement of support orders.
- Consults daily with assigned staff, assigns duties, institutes policy directives, and maintains time and attendance records.
- Trains and evaluates employee performance; institutes necessary corrective action and job performance plans.
- Makes recommendations for training; prepares training materials and conducts staff training.
- Monitors casework, reviews conference court orders and summaries for consistency and quality assurance, and monitors conference and courtroom proceedings.
- Interviews new applicants and makes recommendations for hiring; conducts annual performance reviews for assigned staff.
- Performs related work as required.

REQUIREMENTS AND QUALIFICATIONS

- Education equivalent to completion of a Bachelor's degree program with course work in criminal justice administration, public administration, psychology, or a closely related field.
- At least two (2) years of experience as a Domestic Relations Officer I or II.
- Knowledge of management principles, including the supervision of subordinate staff, conflict resolution, and team building.
- Knowledge of Pennsylvania law as it relates to child support matters.

- 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 general public.
- Excellent organizational, analytical, training and leadership skills.
- Or any equivalent combination of acceptable training and experience which has provided the knowledge, skills, and abilities cited above.

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.