



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

JOB TITLE: Domestic Relations Officer II
SALARY: \$58,698 to \$90,189

CLASS/GRADE: 2035/64

POSITION DESCRIPTION

This is a full-time specialized professional position that manages a caseload by conducting support conferences with clients and attorneys in the establishment and enforcement of support orders by utilizing the Pennsylvania Child Support Enforcement System (PACES). This position prepares and presents cases before the court during contempt and bench warrant hearings, completes special projects and reports designed to improve DRS federal performance measures and support collections, and mentors and trains staff. A position in this class reports directly to a Conference Officer Manager.

POSITION DUTIES AND RESPONSIBILITIES

- Conducts support conferences with clients and attorneys to resolve support complaints and petitions by using accurate application of federal, state, and local rules; analyzes client financial documents; calculates the support amount; enters a support order on PACSES (Pennsylvania Child Support Enforcement System); completes case summaries and court orders.
- Conducts contempt conferences with clients and attorneys to resolve contempt petitions when a client is in noncompliance with the support order; identifies delinquent cases and takes appropriate case management actions.
- Manages a caseload; maintains records for each assigned case, including legal documents, wage documentation, and subsequent activity; responds to inquiries and complaints from parties about compliance or lack thereof with established support orders; monitors special assignments/projects, evaluates and offers recommendations for change as needed.
- Prepares and presents cases before the court during contempt and bench warrant hearings; makes appropriate recommendations to the court.
- Competes special projects and reports designed to improve DRS federal performance measures and support collections.
- Mentors and trains new officers; provides ongoing training to current staff.

- Attends training sessions, workshops and seminars as directed; collects data and prepares reports as directed; makes presentations to staff, the court, and the public as directed.
- 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.
- Two years of experience as a Domestic Relations Officer I, or any equivalent combination of acceptable training and experience which has provided the knowledge, skills, and abilities cited above.
- 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.
- Negotiating and decision-making skills.
- Thorough knowledge of DRS practices and procedures, and the Pennsylvania Rules of Civil Procedure as related to support matters.
- Ability to perform mathematical calculations in order to accurately calculate support guidelines.
- Ability to gather and analyze data and make appropriate recommendations to the court.
- Ability to maintain accurate and complete caseload records, reports, summaries and histories.
- Ability to present cases in court.
- Ability to train staff and identify training needs.
- Ability to work independently with minimal supervision.

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. The Domestic Relations Section will directly contact those applicants that they are interested in as potential candidates for the position.