

COUNTY OF CARBON
JOB ANNOUNCEMENT – UNION POSITION

BULLETIN: “11”

POST DATE: **OCTOBER 15th, 2019**

Application and job description may be obtained from:
Kelly Hamm, Assistant Court Administrator
Carbon County Courthouse, Court Administration Office
4 Broadway, 3rd Floor, P.O. Box 131, Jim Thorpe, PA 18229
(570) 325-8556 - Extension 3202
Website: www.carboncourts.com
Email: khamm@carboncourts.com

APPLICATION DEADLINE DATE: **OCTOBER 29th, 2019**

Applications to be filed with Court Administration Office.

DEPARTMENT: Domestic Relations

POSITION: Domestic Relations Officer I (Union Position)

SALARY RANGE: \$14.75 per hour

HOURS WORKED: 8:30 A.M. - 4:30 P.M. Monday through Friday. 35 hours per week.

This position performs specialized duties and responsibilities involving the establishment of paternity and the establishment, modification and enforcement of support orders for financial obligations, non-financial obligations, medical and other miscellaneous support issues for dependent children and/or spouses.

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 enforcement 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.

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.

Pre-employment testing for this position will be held on Tuesday, November 5th, 2019 at 3:00 p.m. in the Law Library at the Carbon County Courthouse, 4 Broadway, Jim Thorpe, PA 18229. Please plan your travel time accordingly. Road construction may be occurring on Route 209.

AN EQUAL OPPORTUNITY EMPLOYER