

Full-time (35 hours per week) Assistant Director/Enforcement Officer position available with Clarion County Domestic Relations Office. This is a skilled position requiring an Associate or Bachelor's degree and two years experience in family law, or a combination of education and experience. Must have supervisory and accounting experience and strong computer skills. A letter of interest and thorough resume which includes no less than three references should be submitted to Bo McCleary at [bmcclary@co.clarion.pa.us](mailto:bmcclary@co.clarion.pa.us). Any attachments must be in pdf or docx format. Clarion County Domestic Relations Office is under the supervision of the Honorable James G. Arner, President Judge. Resumes will be accepted through October 12, 2018. EOE

Court of Common Pleas of Clarion County  
421 Main Street Suite 34  
Clarion, PA 16214  
(814) 226-9351  
Fax (814) 226-1097

James G. Arner  
President Judge

Tammy J. Slike  
District Court Administrator  
Email: [tjslike@co.clarion.pa.us](mailto:tjslike@co.clarion.pa.us)

## POSITION VACANCY

**Posting date**  
**September 12, 2018**

**Closing date**  
**October 12, 2018**

**POSITION:** Assistant Director/Enforcement Officer

**LOCATION:** Clarion County Domestic Relations Office  
Clarion, PA

**TYPE POSITION:** Level 1 (Full Time, 35 hours per week)

**SALARY RANGE:** \$27,300 - \$34,850

**JOB DESCRIPTION:** Also posted

**QUALIFICATIONS:** Associate or Bachelor's Degree and two years experience in family law or a similar combination of education and experience. Must have strong computer skills, supervisory and accounting experience.

**TO APPLY:** Send cover letter and resume with no less than three references to [bmcclary@co.clarion.pa.us](mailto:bmcclary@co.clarion.pa.us)  
Any attachments must be in pdf or docx format

**APPLICATION DEADLINE:** October 12, 2018

**EQUAL OPPORTUNITY EMPLOYER**

**CLARION COUNTY DOMESTIC RELATIONS ASSISTANT  
DIRECTOR/ENFORCEMENT OFFICER JOB DESCRIPTION**

**POSITION DESCRIPTION:**

**Exempt**

**OVERALL OBJECTIVES**

The purpose of the position of Assistant Director/Enforcement Officer is to provide administrative support to the Director and process all requests through the PACSES system. This position will also work all enforcement remedies for support cases to obtain full, timely payment.

**ESSENTIAL FUNCTIONS**

Perform necessary duties of the Director when absent.

**PACSES Administrator**

- Submit online requests for any problems that arise from PACSES/SCDU
- Data Processing Service Requests
- Financial Exceptions Requests
- SCDU Coordinator

**Enforcement**

- Prepare Contempt Petitions
- Work daily enforcement alerts for compliance of court orders
- Review files and determine necessary enforcement action
- Schedule and conduct enforcement/contempt conferences
- FIDM/MSFIDM-review all financial data matches received via mail alerts for processing
- Review Credit Bureau reporting and process
- Review driver's license and recreational license suspensions and process
- Process bench warrants, release orders and detainers
- Maintain the incarceration log.

**Financials**

- Submit over the counter payments to SCDU via computer for processing and prepare bank deposits when Director is absent
- Work the R902 (FTI report) daily

Prepare court orders and enter information onto PACSES for processing

- Terminations
- Reinstatements
- Suspensions
- Agreements
- Orders from contempt hearings

Prepare the DRS Hearing Officer's Report and Recommendation for processing.

Work a number of monthly Data Integrity Task (DIT) lists (per attached) and initiates the necessary action.

Assist clients and workers daily with questions/complaints/concerns.

Perform related duties as assigned by authorized personnel and back-up to office personnel when necessary.

Read Daily Production and proceed accordingly with any new information being implemented by the PACSES project.

Review and follow through with alerts received from CSLN.

Attend contempt hearings and prepare court orders, as needed.

Process and prepare emancipation orders.

### **SUPERVISION RECEIVED**

Report to the Director. Receive limited instruction or supervision in carrying out routine day to day tasks.

### **SUPERVISION GIVEN**

Provide supervision to Receptionist, Intake Caseworker, and Conference Officer as needed.

### **WORKING CONDITIONS**

The work environment characteristics described herein are representative of those the employee encounters while performing the essential functions of the position. The Assistant Director/Enforcement Officer works indoors on a regular basis in the office with minimal environmental factors.

### **PHYSICAL/ MENTAL CONDITIONS**

Must possess the ability to do light work with occasional lifting/carrying of objects up to 20 pounds.

Must be able to pay close attention to detail while being able to concentrate for long periods of time.

Must be able to sit for long periods throughout the work day with occasional standing, walking, twisting and bending.

Must possess the ability to convey and present information, explain procedures, and follow instructions.

### **QUALIFICATIONS**

Associate's or Bachelor's degree and 2 years of experience in family law, or a similar combination of experience and education required. Must have strong computer skills supervisory and accounting experience.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Ability to work effectively with the public, co-workers, subordinates and government officials.

Ability to speak and write English fluently and to understand written and spoken English. Effective communication skills.

Good interpersonal skills.

Ability to exercise initiative and problem-solving skills in carrying out job duties, and to make independent decisions when circumstances warrant.

Ability to function independently and to be flexible.

Knowledge of modern office practices and equipment.

Ability to become familiar with various legal publications, legal terminology and the Pennsylvania Rules of Civil Procedures in order to comprehend various documents and schedule matters as dictated by rule and/or statute.

Skilled in utilizing current word processing and spreadsheet software, such as Microsoft Office.

Ability to handle a variety of unrelated issues simultaneously.

Required to maintain strict confidentiality, as specifically set forth in the Court Personnel and Procedures Manual.

Partisan political activity prohibited.

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I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF **ASSISTANT DIRECTOR/ENFORCEMENT OFFICER** AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

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Employee's signature

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Date

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Director

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Date

In compliance with the Americans with Disabilities Act, Clarion County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and incumbent employees to discuss potential accommodations with the County.