

A full-time (35 hours per week) receptionist/caseworker position is currently available at Clarion County Domestic Relations Office. This is a skilled position requiring a 2 year business or paralegal degree, or equivalent experience. Strong typing skills and accounting experience are necessary. A cover letter, with a thorough resume, which includes at least three references should be submitted to Clarion County Domestic Relations 17 4<sup>th</sup> Avenue Clarion, PA 16214 to the attention of Rona Shumaker, Director. Clarion County Domestic Relations is under the supervision of the Honorable James G. Arner, President Judge. Resumes will be accepted through September 22, 2017. Clarion County is an Equal Opportunity Employer.

## *Clarion County Domestic Relations Section*

17 South 4<sup>th</sup> Ave.  
Clarion, Pa 16214  
(814) 226-1033

**James G. Arner**  
President Judge

**Rona L. Shumaker**  
Director

**Cheri Lewis**  
Assistant Director

### **POSITION VACANCY**

POSTING DATE  
September 12, 2017

CLOSING DATE  
September 22, 2017

POSITION: Receptionist/Caseworker

LOCATION: Domestic Relations Office

TYPE POSITION: Full-time (35 hours/week)

SALARY: \$18,500

JOB DESCRIPTION: See attached job description

#### **ELIGIBILITY**

REQUIREMENTS: Two year business or paralegal degree, or equivalent experience  
Strong typing skills and accounting experience.

TO APPLY: Submit **a letter of interest AND a resume including three references to:**

Rona Shumaker, Director  
Domestic Relations Section  
17 South 4<sup>th</sup> Avenue  
Clarion, PA 16214

DEADLINE: **September 22, 2017**

**CLARION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

**CLARION COUNTY DOMESTIC RELATIONS  
RECEPTIONIST/CASEWORKER JOB DESCRIPTION**

**POSITION DESCRIPTION:**

**Non-Exempt**

**OVERALL OBJECTIVES**

This employee provides clerical duties and administrative support to the Domestic Relations staff.

**ESSENTIAL FUNCTIONS**

Collects OTC payments and writes receipts when necessary and enter all payments into the Kidstar system.

Answers phones and Walk-in inquiries:

- Pulls files and looks inquiries up on PACSES to assist clients
- Takes messages when necessary
- Forwards phone calls to proper staff when necessary
- preparing letters and petitions for modification to clients
- contacts employers for inquiries on payments/insurance issues
- verification of employment or payment schedule
- work cases by other means as directed by staff

Scanning and computer data entry into PACSES:

- Scan all paperwork into case files and disburse to appropriate staff for review
- Delete all paperwork from scanning case files as appropriate
- Change of address/phone numbers/employment information/other client information

Assists the Assistant Director in preparing cases for Superior Court when necessary.

Research and process Lien information requests for overdue/past due child support.

Process and send monthly billing for Lien searches. Follow up on non payment of Lien Searches by calling agencies and attorneys and preparing second notices when necessary. File all documents for entire staff to include terminated files. Maintain terminated filing cabinets.

Prepares and sends three year review notices to clients.

Process all income verification requests for CCIS/DPW/Housing Authority/Head Start.

Reviews and mails all wage attachments/earnings reports and NMSN's, to include review of u/c attachments.

Schedule all conferences and hearings as back up to intake worker.

Maintain copies of all forms and paper trays. Maintain client information bin and filing bin weekly. Complete all tasks in receptionist bin daily.

Open and process mail daily.

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

Reviews and works a variety of MAIL alerts daily and initiates the necessary actions.

Track court costs payments and enforcement of payments.

Review and enforce unreimbursed medical expenses.

Review files for Quality Assurance.

Work Data Integrity Task (DIT) list reports (per attached).  
Perform all other related duties as assigned by authorized personnel.

**SUPERVISION RECEIVED**

Reports to the Director and Assistant Director. Receives limited instruction or supervision in carrying out routine day to day tasks.

**SUPERVISION GIVEN**

N/A

**WORKING CONDITIONS**

The work environment characteristics described herein are representative of those the employee encounters while performing the essential functions of the position. A Receptionist/Caseworker works indoors on a regular basis in an 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**

Two year business or paralegal degree or any equivalent combination of training and experience. Strong typing skills and accounting experience are necessary.

**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.

Skill 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 **RECEPTIONIST/CASEWORKER** 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.