

Full-time (35 hrs/wk) Conference Officer position available with Clarion County Domestic Relations Office. Associate or Bachelor's degree and 2 years experience in family law, or a combination of experience and education required. A letter of interest, resume and list of (3) references should be submitted to the Clarion County Domestic Relations Office 17 South 4th Ave. Clarion, PA 16214 to the attention of Rona Shumaker, Director. A complete Job Description can be found at www.co.clarion.pa.us in the Human Resources section. Clarion County Domestic Relations Office is under the supervision of the Honorable James G. Arner, President Judge. Resumes will be accepted through January 25, 2018. Clarion County is an Equal Opportunity Employer

Clarion County Domestic Relations Section

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

James G. Arner
President Judge

Rona L. Shumaker
Director

Cheri Lewis
Assistant Director

POSITION VACANCY

POSTING DATE
JANUARY 5, 2018

CLOSING DATE
JANUARY 25, 2018

POSITION: **Conference Officer**

LOCATION: Domestic Relations Office

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

SALARY: \$24,000.00

JOB DESCRIPTION: See attached job description

ELIGIBILITY

REQUIREMENTS: Associate or Bachelor's degree and 2 years experience in family law, or a combination of experience and education

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

Rona Shumaker, Director
Domestic Relations Office
17 South 4th Ave.
Clarion, PA 16214

DEADLINE: **JANUARY 25, 2018**

CLARION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

CLARION COUNTY DOMESTIC RELATIONS CONFERENCE OFFICER JOB DESCRIPTION

POSITION DESCRIPTION:

Non-Exempt

OVERALL OBJECTIVES:

The purpose of the position of Conference Officer is to conduct official support conferences in accordance with establishment policies, procedures and regulations.

ESSENTIAL FUNCTIONS

Conducts initial support and modification conferences to determine guideline amount to be ordered.

Reviews subpoenas and orders for earnings & medical insurance information when received.

Reviews files weekly for earnings report and income information and follows up with parties, Employers and Attorneys to obtain income information prior to the conference.

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

Prepares all court orders for files and clients. Files court orders and handles service of those orders.

Available to answer questions and concerns of clients and employers when needed.

Reviews cases for possible contempt for enforcement/assistant director.

Reviews cases when necessary upon receipt of inquiries, complaints or status changes and follows up with preparation of correspondence, petitions for modification, verification of employment or payment schedule etc.

UIFSA/IFSA coordinator – research cases received and transferred via interstate/intrastate for processing and maintain coordination with other states on UIFSA cases.

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

Operate CIS (Client Information System) for information from Department of Public Welfare.

Communicates and obtains updates from child support agencies in other counties and states / countries as well as from State's Attorney Offices and District Attorney Offices.

Prepares letters requesting assistance to other state Central Registry offices detailing the efforts on un-cooperative actions on the part of a specific county in their state.

UIFSA/IFSA--reviews and enters all cases transferred in for compliance/enforcement/intake and ensures that all the proper paper work is in order and present. Makes any contact with other States and Counties when necessary in order to obtain complete packet information.
Conduct the disability monitoring program monthly as back up to the Director.
Conduct work search classes weekly, following the 8 week outline.
Acts as phone back up to front desk when needed.
Work E-reports: E009 out of state enforcement, R-015 Pending AEI actions.
Work Data Integrity Task (DIT) list (per attached)
Perform all other related duties as assigned by authorized personnel.

SUPERVISION RECEIVED

Reports to the Director or 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. 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 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.

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.

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.

Employee's signature

Date

Director

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.