

Full-time Director position available with Clarion County Domestic Relations Office. Associate or Bachelor's degree and two years experience in family law, or a combination of experience and education required. Must have supervisory and accounting experience and strong computer skills. A letter of interest and thorough resume with at least three references should be submitted by email to [tjslike@co.clarion.pa.us](mailto:tjslike@co.clarion.pa.us) or by mail to Tammy J. Slike, District Court Administrator, Clarion County Court House, Suite 34, 421 Main Street, Clarion, PA 16214. Clarion County Domestic Relations Office is under the supervision of the Honorable James G. Arner, President Judge. Resumes will be accepted through August 6, 2018.

## **CLARION COUNTY DOMESTIC RELATIONS DIRECTOR JOB DESCRIPTION**

### **POSITION DESCRIPTION:**

**Exempt**

### **OVERALL OBJECTIVES**

The purpose of the position of Director is to assure overall office policy and procedure compliance. The Director will provide administrative staff support to improve office processes along with continued knowledge of local, state and federal law.

### **ESSENTIAL FUNCTIONS**

Conduct conferences and back up to Conference Officer.

Conduct enforcement/contempt conferences.

Prepare orders for Judge for conferences, outside agreements, reinstatements, terminations, contempts, bench warrants, etc.

Prepare IV-D Reimbursements monthly. Reconcile with County Treasurer on monthly expenses and completes the BCSE calculations for monthly reimbursement on expenses.

Conform to the state timeline for these reports for maximum reimbursements.

Pay monthly bills through requisition and submits IV-D reimbursement/incentive checks to Treasurer.

Prepare Annual Budget for Bureau of Child Support Enforcement (BCSE) Cooperative Agreement and for Judge review/approval.

Supervise Staff and implements all office procedures based for maximum incentives per Cooperative Agreement.

Bank Reconciliation. (Support Account)

Financials:

- Submit OTC payments to SCDU via computer for processing and prepare bank deposits
- Process monthly court costs and deposit at the Treasurer's office

Attend Directors Conference, Domestic Relations Association of Pennsylvania (DRAP) State Conference, Western DRAP, and all other necessary trainings and conferences to better establish the Child Support Program.

Consult with Staff Attorney/Judge when necessary

Handle client complaints regarding payments, insurance, enforcement, employment etc. by calling employers, insurance companies, SCDU (State Centralized Disbursement Unit), other State Agencies, Attorneys etc. to satisfy the client/case problems.

Prepare and conform to any pre-audit requests by County/State/Federal.

Coordinate all outside meetings with agencies that co-exist with DRS such as CYS, APO, DPW and the Welfare to Work Program.

Read daily production mail and proceed accordingly with any new information being implemented by the PACSES project.

UIFSA/IFSA – work with conference officer to research cases received via interstate/intrastate for processing and process as back up to the conference officer.

Perform all other related duties as assigned by authorized personnel.

Attend contempt hearings and prepare court orders.

Update and maintain DRS policy and procedures manual.

### **SUPERVISION RECEIVED**

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

### **SUPERVISION GIVEN**

Provide supervision to Assistant Director/Enforcement officer, 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 Director 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**

Associates 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 **DIRECTOR** 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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Judge

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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.