

**COUNTY OF CARBON**  
**JOB ANNOUNCEMENT – UNION POSITION**

**BULLETIN:** “06”

**POST DATE:** August 10<sup>th</sup>, 2018

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

**APPLICATION DEADLINE DATE:** August 24<sup>th</sup>, 2018  
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. **Position available August 13<sup>th</sup>, 2018.**

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 Wednesday, August 29<sup>th</sup>, 2018 at 3:00 p.m. in the Law Library at the Carbon County Courthouse, 4 Broadway, Jim Thorpe, PA 18229.**

**AN EQUAL OPPORTUNITY EMPLOYER**