

**COUNTY OF CARBON
JOB ANNOUNCEMENT "T"**

POST DATE: **July 3rd, 2018**
Application and job description may be obtained from
Kelly J. Hamm, Assistant Court Administrator
Court Administration Office, 3rd Floor, Carbon County Courthouse,
4 Broadway, P.O. Box 131, Jim Thorpe, PA 18229
(570) 325-8556, Extension 3202
or the application may be downloaded on line at www.carboncourts.com

APPLICATION DEADLINE DATE: **July 17th, 2018**

DEPARTMENT: Domestic Relations

POSITION: Domestic Relations Specialist I

SALARY RANGE: \$10.52 per hour (Grade/Step 4A). **Position is available July 16th, 2018.**

HOURS WORKED: 8:30 A.M. - 4:30 P.M. Monday through Friday (35 hours per week)

This position schedules all conferences pertaining to new support complaints and petitions for modification, performs a variety of detailed functions in the PACSES system and directs the public either in person or by phone.

The essential duties of this position are to prepare and process petitions for modification, assist clients with pre-application process, assist enforcement officers in disseminating case information to clients, use on-line processes to access parties' income and medical information, schedule new support complaints and petitions for modification for the conference officers, prepare cases for appropriate legal action, sort and file correspondence in appropriate files, operate computer and other office equipment, prepare and process subpoenas to employers, monitor the emancipation caseload, update PACSES member's demographic information, docketing of petitions and orders, take over the counter payments and process receipts, research and process welfare referrals, greet the public, check-in clients, answer the telephone and interpret financial data for clients concerning payments and adjustments.

Applicant must possess a high school diploma or equivalent. Experience working in an office such as a law office, county government or court system is preferred. Applicant must be able to speak and understand the English language; follow oral and written instructions; possess the ability to maintain confidentiality in regard to client information and records; possess the technical knowledge of operating a personal computer, typewriter and other office equipment; and possess knowledge and ability to practice correct usage of grammar, spelling and filing procedures.

Applicant must complete a criminal background investigation and pre-employment drug screen.

Pre-employment testing for this position will be held on Thursday, July 19th, 2018 at 3:00 p.m. in the Law Library at the Carbon County Courthouse, Jim Thorpe, PA 18229.

AN EQUAL OPPORTUNITY EMPLOYER