

**COUNTY OF CARBON  
JOB ANNOUNCEMENT  
NON-UNION**

**BULLETIN:** "J"

**POST DATE:** March 5th, 2019

Applications 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 or online at [www.carboncourts.com](http://www.carboncourts.com)

**APPLICATION DEADLINE DATE:** March 19th, 2019. Applications to be filed with Court Administration.

**DEPARTMENT:** Domestic Relations

**POSITION:** Domestic Relations Director

**RATE OF PAY:** \$46,027.80-\$56,602.00 per year, or commensurate with experience.

**HOURS WORKED:** Monday thru Friday, 8:30 a.m. - 4:30 p.m. (35 hours per week).

This is a managerial position which plans, organizes, directs and supervises the Domestic Relations operations and staff to ensure services are carried out pursuant to established federal, state and local court regulations and laws and comply with the PACSES (Pennsylvania Child Support Enforcement System) standards as mandated by the County IV-D Cooperative Agreement. This position is performed with a high degree of independence and reports to the District Court Administrator and the President Judge.

Applicant must be able to develop, implement, monitor and evaluate new programs and policies in accordance with laws and court guidelines; create measurable goals for the staff; assign workloads; prepare annual performance evaluations; prepare annual department budget; prepare caseload, progress and statistical reports; interview and assist in hiring selection; prepare and process IV-D Cooperative Agreement and other required contracts for attorneys and security requirements; manage department space and equipment; oversee maintenance of departmental equipment; direct and maintain records and reports on status and progress of programs; attend court proceedings; provide input to Judge on matters coming before the court; coordinate staff training and development; interact with internal and external agencies; and perform public relations for the department.

Applicant must possess a bachelor's degree with major casework in business administration, social work, psychology, or a closely related field. Four to five (4-5) years of working experience in a social service field or similar court-related activities, including 1-2 years supervisory experience required or any acceptable combination of equivalent work experience, training and/or advanced education.

Applicant must pass a criminal background investigation and a pre-employment drug test.

**AN EQUAL OPPORTUNITY EMPLOYER**