

DOMESTIC RELATIONS DIRECTOR
SULLIVAN COUNTY

DUTIES AND RESPONSIBILITIES

DIRECTS, coordinates, plans and organizes the work of the Domestic Relations office, i.e., implementation and improvements of programs, review operations of the office, working with the Pennsylvania Department of Human Services, working with computer personnel to update programs to meet State requirements, correlate operations with PACSES (State wide computer system), work with and help the staff.

COMPLY WITH STATE AND FEDERAL REGULATIONS

Position Requirements:

- Multitasking; able to deal with many time-sensitive issues at one time.
- Excellent customer service skills.
- Ability to work in a professional and confidential environment.
- Technical knowledge of personal computer operations including Microsoft Word, Excel, Windows and general data entry.
- High level of organizational and prioritization skills.
- High level of accuracy.
- Ability to work effectively when dealing with time constraints as imposed by law.
- Decision making ability and skills in negotiation and mediation.
- High level of communication and interpersonal skills allowing for effective interaction with clients, attorneys and other DRS personnel.
- Ability to comprehend a variety of documents; including case files, civil complaints, modification petitions, earnings reports, pays stubs, W-2's, tax returns and other records related to income data.
- A mastery of basic mathematical calculations.
- Ability to work effectively with potential emotional individuals in a stressful and sometimes adversarial environment.
- Ability to work with clients who have poor life skills and/or limited education.
- Ability to interview and elicit information from individuals in a non-threatening, calm, yet authoritative manner.
- Ability to analyze information for appropriate action and resolution of case specific situations.
- Ability to express ideas clearly and concisely both orally and in writing.
- Excellent time management skills.
- Able to work independently.

This position is a non-union, salary position based on education and experience. Applications may be submitted to the Sullivan County Court Administrator, Terilyn Wickizer, before October 14, 2022. Sullivan County is an equal opportunity employer.