



# Director of Domestic Relations

Starting Salary Range: \$71,400  
Department: Domestic Relations  
Location: York, PA (York County)  
Posting Date: 5/22/2025

## Description

This position is responsible for overseeing the provision of Title IV-D child support services in York County in a manner that ensures compliance with all applicable state and federal regulations, laws and guidelines. This position works under the administrative direction of the President and Family Division Judges and the District Court Administrator in conjunction with the State Bureau of Child Support Enforcement to ensure adherence to policies, and provision of adequate services. All duties must comply with State Law and Rule, the requirements of PACSES (Pennsylvania Child Support Enforcement System) and Court, County, and Domestic Relations procedure.

## Typical Duties

- Development of, and adherence to, office policies and procedures that provide for the provision of services in compliance with existing Rules, Statutes and Federal Regulations that govern support.
- Preparation and presentation of the annual operating budget and salary board requests for the Domestic Relations Section.
- Oversee the preparation and completion of all financial reports to the State.
- Review and oversee the implementation of all regulation changes that affect the duties and operation of the office.
- Responsible for administering all aspects of human resource issues as they relate to DRS personnel.
- Reviews and approves all requisitions for supplies and services for the DRS and approves all invoices for payment.
- Oversee and respond to internal and external audits of the DRS by Local, State, and Federal entities.
- A thorough working knowledge of PACSES protocol and functionality.
- Interpret the child support program to other government offices and officials and direct the development of working relationships with other agencies to ensure the best delivery of services to the client.

## Qualifications

- A bachelor's degree from an institution accredited by the US Department of Education. In addition, 5 years of experience in support practice or a related field preferred.
- Considerable knowledge of support practice, and applicable Rules, Statutes, and Regulations.
- Excellent leadership and interpersonal skills.
- Excellent communication skills, both verbal and written.
- Ability to produce solutions and make decisions within required time frames and in a fast-paced environment.
- Solid computer knowledge/skills, i.e. Microsoft Word, Outlook, Excel and familiarity with web-based applications.

## How to Apply

- Submit your resume to Billa R. Jamison, Deputy Court Administrator, Human Resources
- [BRJamison@YorkCountyPA.gov](mailto:BRJamison@YorkCountyPA.gov)