



COUNTY OF ADAMS HUMAN RESOURCES OFFICE

117 Baltimore St., Rm 206, Gettysburg, PA 17325

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Website: www.adamscounty.us

Michele Miller, Director

CURRENT JOB OPENINGS

Openings are updated weekly

Most Recent Update: September 5, 2018

Job Title	Director
Department	Domestic Relations
Qualifications	APPLICATIONS MUST BE RECEIVED BY 4:30 PM ON FRIDAY, September 21, 2018. Bachelor's Degree from an accredited college or university in Behavioral Science or related field is required. Five (5) years' experience in Domestic Relations or related field is preferred. Valid Pennsylvania driver's license. Knowledge of policies, procedures, and regulations governing the Domestic Relations Section; Federal, State, and local rules and regulations, policies, and objectives pertaining to child support cases; contemporary office practices and procedures including management skills of staff and program requirements as well as County policies and procedures; and legal environment, principles, and terminology/procedures. Ability to perform mathematical functions and a general understanding of accounting principles. The Director of Domestic Relations assists the Executive Director in fostering a long-term vision and mission that guides the direction, administration and coordination of Domestic Relations operations. The Director oversees the Conference Officers, Case Management Officers, and General Clerks with addressing and monitoring support cases. This position supervises support cases and investigates support case activities to ensure compliance with court orders and regulations. The Director is a member of the Domestic Relations Management Team that also includes the Executive Director of Domestic Relations, Domestic Relations Directors and Financial Operations Officer.
Status	Full Time / Exempt
Job Grade	M-7
Compensation	\$50,126.42/year minimum
Post Date	09/05/2018
Close Date	09/21/2018

{ Detailed job descriptions are available from the Human Resources Office if requested. }

PLEASE NOTE: FOR ALL POSITIONS: A COVER LETTER, RESUME AND EMPLOYMENT APPLICATION ARE REQUIRED.

The above position is open to the public. Applications are available in the Human Resources Department, or online at www.adamscounty.us. Applications and Resumes can be dropped off or mailed to the Human Resources Department at 117 Baltimore Street, Room 206, Gettysburg, PA 17325, faxed to 717-334-4840, or emailed to empapp@adamscounty.us.

EOE/M/F/V/D