

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

27 DIRECTOR – DOMESTIC RELATIONS 40 hrs/wk - \$62,906.12/yr

Candidates with attorney status or J.D. degree preferred. Anyone interested can submit their resume to hr@monroecountypa.gov.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept this position you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) & Child Abuse History (<https://www.compass.state.pa.us/cwis/public/home>) at your cost prior to your hire date as a condition of employment.

POSTED: 8/26/21

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: DIRECTOR, DOMESTIC RELATIONS
REPORTS TO: DISTRICT COURT ADMINISTRATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial functions associated with directing operations and activities of the Domestic Relations Office, a Court office.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Provides coaching/training and empowerment of the assistant director and supervisor positions in order to assure a bona fide departmental succession plan and to improve continuity of operations in emergency situations.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Must be comfortable with utilizing current day computer, web-based and mobile technology. Candidate must possess the ability to: identify and refine business processes in conjunction with advancements in technology where applicable; think outside the box, identify and articulate about areas or processes where technology could be used to increase efficiencies; understand how to utilize existing databases or build new ones that might prove useful.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Consults with District Court Administrator and President Judge as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Develops, updates, and implements departmental policies and procedures.

Reviews new laws or modifications to existing laws; communicates changes in laws to employees; implements any necessary changes to policies, procedures, and forms.

Develops and implements long and short term goals for the department.

Develops and recommends departmental budget for the Court's review and approval; monitors expenditures.

Prepares monthly expense invoices, quarterly collections reports, and annual reports as required by the state.

Responsible for the maintenance of any bank accounts; ensures the timeliness and accuracy of bank deposits, reviews bills for payment, and assures reconciliation of bank statements.

Reviews error reports from PACSES; instructs employees on needed corrections.

Investigates reported problems with misapplied payments.

Conducts case audits of problem cases.

Supervises/performs customer service functions; provides assistance and information related to department services, procedures, forms, status of cases, or other issues; responds to routine questions, complaints or requests for service; initiates problem resolution; deals with angry/unhappy clients.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, budgets, expense invoices, collections reports, annual reports, family court reports, bank reconciliations, time studies, or other documents.

Receives various forms, reports, correspondence, schedules, invoices, error reports, expense reports, bank statements, check registers, time sheets, time studies, employee work reports, case files, law updates, handbooks, manuals, policies, procedures, laws, guidelines, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; troubleshoots computer problems; utilizes word processing, spreadsheet, or other software programs.

Monitors inventory levels of departmental equipment and supplies; initiates requests for new or replacement materials.

Answers the telephone; provides information, guidance and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Communicates with employees, Court personnel, Prothonotary's Office, attorneys, support master, support advocate, support solicitor, law enforcement personnel, probation personnel, Children & Youth Services, state auditors, other state/county agencies, clients, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Attends Support Master hearings and Contempt Court hearings as needed.

Conducts conferences with clients/attorneys to establish or modify orders for child/spousal support.

Operates a motor vehicle to conduct work activities.

Provides assistance or coverage to other employees as needed.

Performs other related duties as directed or required by the Court.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Management, Criminal Justice or closely related field; supplemented by five (5) years previous experience and/or training that includes domestic relations, basic accounting, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must obtain/possess and maintain valid membership in the Domestic Relations Association of Pennsylvania (DRAP). Must possess and maintain a valid Pennsylvania driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit involving significant internal and external interaction.

Personal Computer/Tablet/Mobile Technology: Requires the ability to utilize modern electronic technology which is geared toward communication, data collection, maintenance, and delivery.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards or violence.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.