

COURT OF COMMON PLEAS

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STEPHEN A. CORR



BUCKS COUNTY  
SEVENTH JUDICIAL DISTRICT  
DOYLESTOWN, PENNSYLVANIA  
18901  
(215) 348-6000

SENIOR JUDGES

CLYDE W. WAITE  
ALAN M. RUBENSTEIN  
REA B. BOYLAN  
DIANE E. GIBBONS

## DOMESTIC RELATIONS DIRECTOR

**BUCKS COUNTY** is currently accepting applications for the position of **DOMESTIC RELATIONS DIRECTOR**. Those interested in the position and who possess the requisite knowledge, skills, and abilities for the position described herein should visit the Bucks County website and submit an application and resume to the online application website. If you have any questions, please contact Carmen Thome, Deputy Court Administrator/Human Resources [cthome@buckscounty.org](mailto:cthome@buckscounty.org)

**SUMMARY:** Administers, coordinates, and directs the Domestic Relations Office of the Court of Common Pleas of Bucks County.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES may include but are not limited to the following:**

- Administers the federal Title IV-D Child Support Enforcement Program in Bucks County as detailed in the Title IV-D Cooperative Agreement among the state IV-D agency, the Court, and the County of Bucks.
- Ensures that the Domestic Relations Office fulfills its duties pursuant to Title 23 Pa. C.S. Section 4305(a).
- Ensures that the Domestic Relations Office enters and enforces support orders consistent with 1910 Rules of Civil Procedures.
- Supervises personnel of Domestic Relations Office consulting with and coordinating with the Deputy Director/AFDC Administrator and the Deputy Court Administrator/Human Resources. Supervision includes, but is not limited to, training, disciplinary and corrective actions, employee conflicts, and issuance and adherence of all personnel directives/policies.
- Evaluate the performance of assigned staff such as written evaluations as required.
- Participates, makes recommendations, interprets, and applies provisions of all Domestic Relations union and non-union contracts.

- Develops, plans, and implements procedures and department standards for all program operations in conjunction with the Deputy Director, Domestic Relations Supervisors, and the Family Court Administrative Judge.
- Ensures that the Domestic Relations Office effectively utilizes and follows all requirements of the Pennsylvania Child Support Enforcement System (PACSES) and the PA State Collection and Disbursement Unit (SCDU) as well as the Pennsylvania Child Support Enforcement Training Institute (PACSETI) as required by the Cooperative Agreement with the Bureau of Child Support Enforcement (BCSE).
- Ensures that all Federal Tax Information (FTI), protocols, security, standards, and requirements are met.
- Every 5 years, processes and re-establishes the IV-D Cooperative Agreements among the Court, County, and the Bureau of Child Support Enforcement.
- Every 5 years, processes and re-establishes all service agreements among the Court, County, Domestic Relations Office, and the Bureau of Child Support Enforcement.
- Analyzing reports/data in order to maintain the State-mandated Performance Requirements and maximize reimbursement funding.
- Works with the Deputy Director/AFDC Administrator to prepare the annual budget.
- Conducts regular management meetings.
- Implementation of new processes/procedures to comply with changing laws, rules, and court structure.
- Interpret and prepare written comments to the PA Supreme Court Rules Committee on pending Rules and modifications.
- Regular interaction with the Bureau of Child Support Enforcement (BCSE), Office of Child Support Enforcement (OCSE), Administrative Office of the Pennsylvania Courts (AOPC), Bucks County Family Court Administrative Judge, County Departments and Officials, and Elected State Officials.
- Regular participation in the Domestic Relations Association of Pennsylvania (DRAP), including participation on various committees and workgroups.
- Regular travel to various conferences.
- Travel to present Outreach presentations.
- Regular involvement with County, State and Federal Auditing of the Domestic Relations Office, which includes creation of Corrective Action Plans.
- Follows Court, Department, County, and State security requirements, policies, and procedures; understands and adheres to security plans, emergency procedures, and confidentiality policies; helps to provide a safe and secure environment for self, co-workers, and clients; takes measures to secure data and client information; keeps updated on all safeguards and security programs.
- Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in a related field.
- At least five years of progressively responsible experience in supervision/administration with a public or private agency.
- Budgetary/Fiscal experience.
- Strong personnel management skills required.
- Interviewing skills.
- Public speaking ability.
- Prior experience with or knowledge of federal/state Title IV-D Program for Child Support Enforcement, Domestic Relations and/or PACSES.
- Ability to define problems, collect data, establish facts, and draw valid conclusions to complex office and support case problems is required.
- Superior leadership qualities, inter-personal skills, and analytical abilities.
- Ability to exercise good judgment, courtesy, and tact with the public and with co-workers.
- Ability to speak and write in a professional manner.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk, reach with hands and arms, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.