



# Supervisor - Domestic Relations

Starting Salary Range:	\$51,000
Department:	Domestic Relations
Location:	York, PA (York County)
Posting Date:	08/25/2025

## **Description**

This is a first level supervisor responsible for the oversight of clerical/administrative staff and daily work product in the functional units of the Domestic Relations Section, specifically, Client Services, Intake, Establishment, Fiscal/Locate and Enforcement in the Domestic Relations Section. An employee in this class assists the Director and Assistant Director in the administration and supervision of department staff and services and provides exceptional customer service to both internal and external clientele. 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. This is a non-bargaining unit position.

## **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**

- Bachelor's degree from an institution accredited by the US Department of Education preferred.
- A minimum of 6 years of relevant, related experience in support field is preferred.
- Possess considerable knowledge of support practice, and applicable Rules, Statutes and Regulations.
- Must possess excellent leadership and interpersonal skills.
- Must have knowledge of Microsoft Word, Outlook, Excel and a familiarity with web-based applications.
- Ability to establish and maintain effective working relationships with other individuals, agencies and institutions.
- Ability to make decisions, both personnel and case level, independently and with mature judgment.
- Ability to view issues from both a management and worker perspective.
- Must pass Criminal Background Investigation.

## **How to Apply**

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