



# Staff Assistant

Starting Salary Range:	\$19.06-\$19.06/hour
Department:	Domestic Relations
Location:	Carlisle, PA
Posting Date:	1/22/2026

## Description

*To perform a variety of specialized departmental duties and responsibilities within the Establishment Section.*

## Typical Duties

- Assists Conference Officer with establishing, modifying and enforcing child support orders.
- Review legal documents (local, interstate and intrastate) to determine processing and initiate actions for scheduling, updating PACSES (PA Child Support Enforcement System), or forwarding on to APL Conference Officer for action based on review.
- Process legal documents (i.e., support orders, wage attachments, bench warrants, credit bureau notices, medical notices, driver's license suspension notices/orders).
- Provide customer service to clients, attorneys and employers by phone, e-mail, written correspondence or in person.
- Assist Conference Officer with caseload management to maximize performance.
- Sort, copy and/or file correspondence and documents within the department.
- Scan all documents into the department Imaging system.
- Assist in collection and/or receiving payments from defendants.
- Coordinate between the Conference and Enforcement Officers regarding locating clients and/or bench warrants.
- Assist department staff with special projects, reports or assignments or in the administration of special department functions as requested.
- Attend meetings and/or training sessions as required.
- Assist staff with clerical duties in the absence of other clerical staff members, or as needed.
- Perform other job-related duties as required.

## Minimum Qualifications

- High school diploma or equivalent, plus business/clerical and computer training
- 1-2 years working experience.

## How to Apply

- <https://jobs.keldair.com/cumberlandcountypa>

## Company Description

**Mission Statement:** *To provide impactful and essential county services in the most effective, courteous, and financially responsible manner possible.*

*We are always looking for talented, self-motivated individuals to join our team. If you think you are ready to be a part of an exciting team, then we encourage you to continue with this job application!*

**TECHNOLOGY SUPPORT/ISSUES WITH APPLYING:** *If you are having technology issues with the application or with uploading your resume and/or cover letter please reach out to KeldairHR Customer Support at [support@keldairhr.com](mailto:support@keldairhr.com) or Cumberland County Human Resources at [humanresources@cumberlandcountypa.gov](mailto:humanresources@cumberlandcountypa.gov).*

1 Courthouse Sq, Carlisle, PA 17013

## **EMAIL CONFIRMATION:**

*If you do not receive a confirmation email within minutes of your job application submission, please check your email junk and or spam folders.*

## **Benefits**

### *Medical Benefits:*

- *Capital Blue Cross Medical Insurance*
- *Health Savings Account*
- *Wellness program with wellness incentives*
- *Capital Blue Cross Vision Insurance*
- *United Concordia Dental Insurance*

### *Retirement Benefits:*

- *County Retirement Pension*
- *5% minimum pre-tax contribution required, with the option of increasing your contribution over 5% up to 15% post-tax*
- *Fully vested after 5 years of credited service*
- *Normal Retirement Options:*
  - *Age 55 with 20 years of credited service*
  - *Age 60 with any amount of credited service*
- *Voluntary 457b Deferred Compensation Plan*
- *Military Time Buy Back Options*

### *Paid Time Off:*

- *Vacation*
  - o *10 days per year, accrued per pay period (Non-Exempt)*
  - o *15 days per year, accrued per pay period (Exempt)*
  - o *Increase for both Non-Exempt and Exempt of 5 days per year after 2 years of service*
- *Personal= 3 Personal days per year, pro-rated based on starting date*
- *Sick= 5 Sick days per year, pro-rated based on starting date.*
- *12 Paid County Holidays. No waiting period to receive paid holidays*

### *Additional Benefits:*

- *Educational Assistance*
  - o *80% of cost of tuition and books up to the annual IRS limit per calendar year (after 6 months of Full-Time Employment)*
- *Public Service Loan Forgiveness (PSLF) – certain eligibility requirements must be met*
- *Employee Assistance Program*
- *Resources for: Childcare, Eldercare, Legal, Financial, and Coaching*
- *Flexible Spending Account*
- *Dependent Care Account*
- *Short Term Disability*
- *Long Term Disability*
- *Life Insurance*

*Cumberland County is committed to diversity, equal opportunity, and affirmative action. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We are committed to compliance with all fair employment practices regarding citizenship and immigration status.*

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