



Conference Officer

Starting Salary Range:

\$26.51-\$27.87 per hour

Department:

Domestic Relations Section

Location:

Meadville, PA (Crawford County)

Posting Date:

10/12/2026

Description

Crawford County is seeking a dedicated professional to join our Domestic Relations Section as Conference Officer. This key role involves conducting child and spousal support conferences, analyzing financial records, preparing essential legal documentation and establishing and modifying Court Orders. The ideal candidate will possess strong analytical skills, effective conflict resolution abilities, and a thorough understanding of Pennsylvania support law.

Typical Duties

- Conduct support conferences to mediate agreements between parties and attorneys
- Review and analyze financial documents in accordance with PA Rules of Civil Procedure
- Manage case information utilizing PACSES and other related databases
- Prepare legal summaries, memos, and documentation for court hearings
- Apply PA Support Guidelines and Civil Rules to establish and modify Court Orders
- Monitor case compliance and oversee administrative procedures within the Domestic Relations Sections

Minimum Qualifications

- Bachelor's Degree is required
- Experience in social services, legal, or court systems is preferred
- Excellent communication skills, sound judgment, and ability to maintain confidentiality

Additional Qualifications/Preferences

- Ability to work in high-stress environment demanding focus and emotional resilience
- Knowledge of Pennsylvania support law

How to Apply

- Interested candidates are encouraged to apply and join a team dedicated to serving our community with professionalism and integrity. Applicants must provide a county application and current resume to Domestic Relations 898 Park Ave, Meadville or cscrawford@pacses.com prior to 10/31/26. County applications are available at www.crawfordcountypay.net

Domestic Relations
898 Park Ave
Meadville, PA 16335