



**COURT OF COMMON PLEAS OF LEHIGH COUNTY  
THIRTY FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
DOMESTIC RELATIONS SECTION  
455 WEST HAMILTON STREET, ROOM 320  
ALLENTOWN, PENNSYLVANIA 18101-1614**

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### **SUMMARY**

The Domestic Relations Section (DRS) is a division of the Court of Common Pleas of Lehigh County that is responsible for the establishment and enforcement of child support orders under the federal Title IV-D child support enforcement program. The DRS has 62 full-time dedicated staff whose primary mission is to enhance the lives of children and families by ensuring both parents provide the necessary financial support to their children. The DRS has over 8400 active support cases in Lehigh County and collects over \$45 million dollars annually in child support payments.

**JOB TITLE:** Domestic Relations Officer I  
**STARTING SALARY:** \$53,394

**CLASS/GRADE:** 2033/62

### **POSITION DESCRIPTION**

This is a full-time entry level professional position that manages a caseload by conducting support conferences with clients and attorneys in the establishment and enforcement of support orders by utilizing the Pennsylvania Child Support Enforcement System (PACES). A position in this class reports directly to a Conference Officer Manager.

### **POSITION DUTIES AND RESPONSIBILITIES**

- Conducts support conferences with clients and attorneys to resolve support complaints and petitions by using accurate application of federal, state, and local rules; analyzes client financial documents; calculates the support amount; enters a support order on PACSES (Pennsylvania Child Support Enforcement System); completes case summaries and court orders.
- Conducts contempt conferences with clients and attorneys to resolve contempt petitions when a client is in noncompliance with the support order; identifies delinquent cases and takes appropriate case management actions.
- Manages a caseload; maintains records for each assigned case, including legal documents, wage documentation, and subsequent activity; responds to inquiries and complaints from parties about compliance or lack thereof with established support orders; monitors special assignments/projects, evaluates and offers recommendations for change as needed.
- Attends training sessions, workshops and seminars as directed; collects data and completes reports as directed.
- Performs related work as required.

### **REQUIREMENTS AND QUALIFICATIONS**

- Education equivalent to completion of a Bachelor's degree program with course work in criminal justice administration, public administration, psychology or a closely related field.

- Excellent communication skills, including the ability to express ideas clearly and accurately to clients, members of the judiciary, co-workers, representatives of other agencies, and the public.
- Negotiating and decision-making skills.
- Ability to learn and apply federal, state, and local rules governing the child support program.
- Ability to perform mathematical calculations in order to accurately calculate support guidelines.
- Ability to gather and analyze data and make appropriate recommendations to the court.
- Ability to maintain accurate and complete caseload records, reports, summaries and histories.
- Ability to work independently with minimal supervision.

**TO APPLY**

Interested candidates must submit online a completed county application, resume, and cover letter to the Office of Human Resources by visiting [www.lehighcounty.org](http://www.lehighcounty.org) no later than 4:00PM on Friday, November 1, 2024 for consideration. The Domestic Relations Section will directly contact those applicants that they are interested in as potential candidates for the position.