

Domestic Relations Office – Accounting Specialist- Full-time opportunity is available in the Dimmick Building, 925 Court Street, Honesdale, PA 18431.

The above stated position shall constitute the following:

1. Shall be a Full Time Employee: 35.0 hours per week; Non-exempt Position; Covered by Court Appointed Employees' Contract.
2. Such hours shall be: Weekly, Monday-Friday, from 8:30 a.m. to 4:30 p.m., with a one hour lunch. The position requires a broad scope of office skills: good accounting; good English skills, attention to detail and accuracy in data input is necessary; organizational and communication skills; competent computer skills; interpersonal skills; good grasp of and comfort with current technologies of general office software; must be able to work independently and be trustworthy.
3. Employee is subject to both county and court policy manuals and subject to supervision by the Director and the supervisors. New hire training through the PACSES system is mandatory with scores of 80% or above required.
4. Starting salary \$ 9.75 2014 (\$ 9.90 2015)
5. **Deadline for applications-December 22, 2014** mail directly to Wayne County Domestic Relations, Attention: Susan Ackley, Director; 925 Court Street, Honesdale, PA 18431.

Requirements of Candidate

1. High school graduate or equivalency diploma.
2. Preferred experience in an office setting to include phone skills, counter service, scheduling and receipting of payments, and conversing with clients.
3. Excellent computer skills and familiarity with computer systems and standard office software desired.
4. Must be flexible with pleasant demeanor. Position may expose candidate to delicate and emotionally charged subject matter and involves contact with persons involved in difficult personal situations and must be able to maintain a detached but professional demeanor.
5. Must be able to maintain confidentiality.