

**WAYNE COUNTY DOMESTIC RELATIONS OFFICE**  
**ENFORCEMENT OFFICER**  
**Starting Salary- \$24,470.00**

Purpose of Position: 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. Position is full-time (35 hours per week) and covered by the Probation and Domestic Relations Officers Association contracts.

**Duties and Responsibilities**

Perform all statewide computer requirements and training on PACSES system. New hire training is mandatory with scores of 80% or above required.

Knowledge of federal, state and local rules, regulations, policies pertaining to child support cases.

Maintain a designated caseload; enforce support orders; prepare information and cases for court; increase or decrease wage attachment as appropriate; reopen, suspend and terminate cases as appropriate.

Review "problem" cases and determine action required for resolution

Attend court for contempt hearings.

Attend workshops and other related conferences.

Apply all aspects of the Privacy Act.

Must be able to work independently and effectively through oral and written communication with co-workers, clients, attorneys and other agencies.

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.

**Deadline for applications-May 4th, 2015**, mail directly to Wayne County Domestic Relations, Attention: Susan Ackley, Director; 925 Court Street, Honesdale, PA 18431.