

Wayne County Domestic Relations
Job Description

Position: Enforcement Officer	Updated: July 22, 2016
Status: Full-time (35 hours per week)	Starting Salary: \$26,060.00
Union/Association: The Wayne County Probation and Domestic Relations Employees Association	

Position Summary: The primary functions of an enforcement officer are to maintain a designated caseload, provide assistance to clients, monitor case compliance, and enforce support orders in accordance with all Federal and State regulations.

Essential Duties and Responsibilities:

Attend Court for contempt proceedings.

Maintain contact with clients and update records accordingly.

Maintain accurate case records within the Pennsylvania Child Support Enforcement System (PACSES).

Enforce the Court's orders related to child support, medical support, spousal support, and/or alimony by diligently utilizing the means available to satisfy obligations.

Attend trainings and workshops as assigned.

Comply with all Federal and State regulations.

Operate under the direct supervision of the Wayne County Court of Common Pleas.

Position Requirements: Knowledge of automated computer systems and experience with Microsoft Word, Outlook, and Excel.

Effectively communicate in oral and written forms.

Read, calculate, comprehend, and interpret statistics, general business materials, and governmental regulations.

Ability to remain calm in stressful situations and deal appropriately with emotionally charged individuals.

Maintain confidentiality and maintain a professional demeanor.

Work as a team player.

Manage time efficiently.

Education/Experience: Position requires a high school diploma or general equivalency diploma.

Related experience and/or an Associate's or Bachelor's degree from an accredited college or university is preferred.

Within six months of hire, the employee must successfully complete the State's new hire training with a score of 80% or higher to maintain employment.

Application: Please send a letter of interest, resume, and three references to: Mary Ann Swingle, Director, Wayne County Domestic Relations Department, 925 Court Street, Honesdale, PA 18431.

Application deadline: August 19, 2016

Please note the information contained in this employment opportunity is intended to describe the general nature of the position. It is not to be construed as an exhaustive list of all responsibilities, duties, and skills required for performing the job.