

Wayne County Domestic Relations  
Job Description

Position: Enforcement Supervisor	Updated: October 18, 2017
Status: Full-time (35 hours per week)	Starting Salary: \$26,685 (Salary Commensurate with Experience)
Union/Association: N/A	Reports To: Director

**Position Summary:** The enforcement supervisor shall maintain a designated caseload, provide assistance to clients, monitor case compliance, and enforce support orders in accordance with all Federal and State regulations. Further, the enforcement supervisor shall oversee enforcement matters, train enforcement staff, and provide guidance to the enforcement officers.

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**Essential Duties and Responsibilities:**

Provide guidance and training to the enforcement officers.

Oversee the contempt proceedings, to include scheduling, securing attorneys, and facilitating bench warrant hearings.

Serve as the first point of contact for enforcement complaints.

Sustain a caseload and 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.

Prepare for and attend contempt proceedings.

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.

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**Position Requirements:**

Ability to lead by example.

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.

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**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.

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