

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

9 DOMESTIC RELATIONS SUPERVISOR – DOMESTIC RELATIONS
\$25.15/hr – 40 hrs/wk

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 01/06/2026

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: DOMESTIC RELATIONS SUPERVISOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise domestic relations activities and to conduct conferences with clients/attorneys to establish or modify orders for child/spousal support.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; interviews candidates for employment and makes hiring recommendations; trains new employees.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Conducts conferences with clients and/or attorneys to establish new orders for child/spousal support in accordance with state guidelines.

Conducts conferences for clients to file petitions to modify existing orders for child/spousal support; processes petitions when filed.

Explains clients' rights and responsibilities.

Reviews all financial and personal information; determines income of parties involved and calculates appropriate amount of support.

Audits accounts.

Acknowledges paternity; types acknowledgments of paternity and denials of paternity.

Types petitions, petitions on summary, and updates on summary; prepares agreements and orders; enters orders into computer system and makes all adjustments on computer.

Prepares cases for Support Master Hearings; attends hearings; prepares Support Master's findings and reports. Interviews clients at county correctional facility.

Maintains logs of complaints, orders, and petitions processed.

Reviews files and prepares court lists of cases scheduled for court.

Schedules conferences; prepares-mails conference notices.

Performs customer service functions; provides assistance and information related to department services, procedures, forms, status of cases, or other issues; responds to routine questions, complaints or requests for service; initiates problem resolution.

Prepares or completes various forms, reports, correspondence, logs, court lists, appeal lists, petitions for modifications petitions on summary, agreements, orders, updates, statements, Support Master's findings/reports, court notices, conference notices, paternity acknowledgments/denials, time sheets, time studies, absentee forms, attendance records, incident reports, or other documents.

Receives various forms, reports, correspondence, court lists, tickle lists, Children & Youth referrals, juvenile referrals, income tax returns, W-2 forms, attendance records, policies, procedures, laws, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Receives, opens, and distributes incoming mail; prepares outgoing mail.

Copies and distributes forms, reports, correspondence, and other related materials.

Initiates/receives facsimile transmission of documents.

Prepares/maintains updated computerized records and hard-copy files.

Prepares departmental files; sorts/organizes documents to be filed; files documents in designated order; locates/removes files; maintains file system of departmental records; maintains/reviews tickle files; performs research to locate old files.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, or other software programs.

Performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, toner, or ribbons; coordinates service/repair activities as needed.

Answers the telephone; provides information, guidance and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Communicates with supervisor, employees, other departments, prothonotary's office, court personnel, attorneys, support master, support advocate, support solicitor, law enforcement personnel, probation personnel, Children & Youth Services, welfare liaison, other state/county agencies, clients, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; updates employees on new laws; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs notarization of documents as needed.
Provides assistance or coverage to other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) years previous experience and/or training that includes domestic relations office work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May be required to possess and maintain valid Pennsylvania Notary Public Appointment Certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as violence.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.