



Domestic Relations Officer

Department: Domestic Relations

Revised: April 22, 2025

DESCRIPTION

Handles an individual caseload to establish parentage, establish support orders, and the enforcement of support orders. Conducts pre-trial hearings/ conferences with parties involved in support/paternity matters for the purpose of reaching a financial support determination. Schedules and attends court hearings for cases not resolved by the Domestic Relations conferences. Prepares detailed reports for hearings, makes recommendations, and prosecutes cases in Court (Family Court, Court of Common Pleas). Processes and enforces all court orders, reviews, modifications, suspensions, wage requests, and voluntary/involuntary wage attachments. Officers must possess a full range of subject knowledge of PA Consolidated Statutes, PA Rules of Civil Procedure, other states, and Federal support statutes. Must be aware of new practices and procedures developed within the court systems and Federal support statutes. Responsible for coordinating program areas within the department. Maintains a working relationship with coworkers, attorneys and related business partners. Supervises cases and are routinely exposed to emotionally charged and uncomfortable conditions in dealing with individual clients. Must have the ability to maintain a stable temperament and be objective under adverse conditions of conflict and stress. Maintains a high-performance standard through efficient casework practices and established business processes: including the maintenance of detailed case notes. **Possesses an understanding of the management and handling of confidential information.** Responsible for managing assigned caseload within acceptable federal performance measures. Performs the specialized duties outlined below and other related work as required by supervisory staff.

SPECIFIC DUTIES

Establishment duties:

- Conducting support conferences to achieve amicable settlements and reduce court litigation.
- Negotiating with parties and/or legal counsel in matters of support and/or parentage.
- Acquiring comprehensive information and financial documentation for appropriate recommendations for judicial determination.
- Processing cases to the Family Court level in which agreements are not reached in a support conference.
- Proceed and process with established legal doctrine involving children born out of wedlock in order to determine the parentage for a child.
- Possess a working knowledge of all applicable laboratory testing procedures available for the establishment of paternity.
- Coordination of the legal aspects of the case with the emotional attitudes of the affected parties.

Enforcement Section:

- Investigation and enforcement activity in the field of court ordered support.
- Enforcement of court orders under appropriate statutes of the Commonwealth of Pennsylvania.

- Conducting office conferences with defendants who are determined to be in non-compliance of a court order for support.
- Identifying delinquent cases through petitioner contacts, resources within the PACSES system, and investigator contacts.
- Preparing and scheduling contempt petitions.
- Implementing all administrative enforcement remedies available to the Domestic Relations Office by Federal/State statutes and local rules of court.
- Preparing detailed case reports for court hearings.
- Prosecuting, testifying, cross examining, and recommending appropriate sentences for court.

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS

General office surroundings. Can be stressful due to emotional and upset clients.

JOB QUALIFICATIONS:

- Commitment to demonstrating conduct that inspires public confidence and trust in the Courts, preserves the integrity of the Court system, and reflects a commitment to serving the public.
- Compliance with the Code of Conduct for Employees of the Unified Judicial System of Pennsylvania and the Unified Judicial System of Pennsylvania Policy on Non-Discrimination and Equal Employment Opportunity.
- Full performance requirements include a Bachelor's degree in Sociology, Psychology, or related field and four (4) years related experience. Individuals with less experience than four (4) years may be considered.
- Ability to make mature, discretionary decisions involving broad based office procedures.
- Possess and apply interviewing and negotiating techniques.
- Ability to work independently and maintain a caseload with minimal supervision.
- Ability to prioritize and organize the volumes of office and court-related materials.
- Ability to deal with individuals involved in a support action and their legal counsel in a professional manner.
- Ability to express ideas accurately and detailed – both orally and written.
- Ability to adapt to frequent changes in rules, statutes, and office procedures.
- Basic computer knowledge and skills.
- Basic accounting skills.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer