



CS Locate Specialist

Department: Domestic Relations

Revised: January 30, 2025

DESCRIPTION:

This is clerical work at a moderately complex level. Work involves duties that are technical in nature. This position may involve direct contact with Domestic Relations clients to obtain specific information needed to locate clients. The Locate Clerk is responsible for finding current address and employment information for all Domestic Relations clients.

SPECIFIC DUTIES:

- Process paperwork received from the post office and employers on a daily basis.
- Interview clients to obtain as much information as possible that is relevant for a locate search.
- Use the Internet and social media platforms to perform locate searches on missing clients.
- Utilize ePACSES to identify missing locate data elements and generate proper paperwork to obtain information.
- Utilize all available electronic interfaces, applications, and contacts to gather data and information.
- Maintain a professional network of contacts in various governmental offices to assist in location and data verification.
- Issue administrative subpoenas as needed to obtain locate information.
- Prepare and refer appropriate cases to P:SOC (Project Save Our Children).
- Assist the DRO Investigators in obtaining information on bench warrants.
- Develop and maintain internal manuals for all locate processes.
- Various other duties as assigned by the Domestic Relations Supervisory team.

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS

Normal office surroundings.

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.
- High school diploma or equivalent required; formal post-high school training or associate degree in related field preferred but not required
- Minimum of two years of related experience
- Ability to use Microsoft Office Word 2007, Microsoft Office Excel 2007, and all other office software with minimal training.
- Ability to effectively relate to and communicate with the public while maintaining a strict, professional attitude.
- Ability to write clear and concise notes/documents using proper grammar skills.
- Ability to understand and carry out moderately complex oral and written instructions.
- Ability to acquire thorough knowledge of the functions, procedures, and governing laws and regulations of the Domestic Relations Office.
- Ability to perform other tasks and office functions as assigned with minimal supervision.

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