



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: APRIL 5, 2019

CLOSING DATE: APRIL 22, 2019

TITLE: ENFORCEMENT OFFICER

GRADE: EC 202

DEPARTMENT: DOMESTIC RELATIONS

BARGAINING UNIT: ECAPE

ENTRY RATE: \$16.30/HOUR \$31,785/ANNUAL

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, and Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

Responsible for the enforcement in the Domestic Relations Section, of delinquent support orders, pursuant to complaints, petitions and orders of the court.

DUTIES & RESPONSIBILITIES:

Learning and working within the confines of the PACSES System (Pennsylvania Child Support Enforcement System) as it relates to the collection of child support. Conducts interviews with clients who are not in compliance with their order of support. Establishes location of absent parent by use of all sources available. Performs investigations concerning non-compliance of support orders and determines appropriate action to be taken. Prepares and issues all forms as may be required, i.e. appearance notices, wage withholdings and contempt petitions, etc. Serves petitions for contempt of court as may be required. Prepares cases for court and presents testimony, makes recommendations to the Court on disposition of the case. Maintains and writes reports on all interviews with clients. Interacts professionally with Judges, other Court Offices locally and statewide and relevant governmental agencies as may be required. Files judgments on behalf of plaintiff or Department of Public Welfare. Prepares monthly statistical reports and performs similar or related duties as required.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

Knowledge of Pennsylvania Rules of Civil Procedures and departmental procedures as may be required in the administration of the Child Support Enforcement activity. Interface professionally with the public and

clients with understanding and firmness. Defuse volatile situations and work effectively with people to aid them in adjusting to their specific problems. Ability to analyze, interpret and evaluate case records for sound courses of action based on departmental procedures. Good communication skills with court personnel and the public, conducted in a professional manner.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

A Bachelor's degree with courses of instruction in, but not limited to, the social sciences (criminology, psychology, sociology or related disciplines) and training in interviewing and investigating utilizing good communication skills. Experience dealing with the public preferred.