

PLEASE POST

OPEN POSITION

Fulton County, Pennsylvania

FULTON COUNTY HUMAN RESOURCES OFFICE ON BEHALF OF COURT
ADMINISTRATION FOR THE 39th JUDICIAL DISTRICT
IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

ENFORCEMENT OFFICER I – DOMESTIC RELATIONS
(One vacancy)

Enforcement Officer I

Rate of Pay as of 1/1/2024: \$15.02/hour per CBA

40 hours/week position

Benefit summary included with position announcement

POSITION IS OPEN TO BOTH INTERNAL AND EXTERNAL APPLICANTS

County application not required to apply

POSTED: 02/21/2024

REMOVE: OPEN UNTIL FILLED

**To learn more about
Fulton County, Pennsylvania,
please click the links below.**

Enjoy the great outdoors ~ Fulton County is located in southcentral Pennsylvania halfway between Pittsburgh and Harrisburg with recreational activities abound. Fulton County has the reputation for honest, hardworking residents! The ease and beauty make Fulton County a wonderful place to live and work.

<https://www.co.fulton.pa.us/>

http://www.elocallink.tv/m/v/player.php?pid=w6a6Q7a4w61&fp=pa_fult17_wel_iwd

FULTON COUNTY, PENNSYLVANIA

POSITION SPECIFICATION

**CLASSIFICATION TITLE: ENFORCEMENT OFFICER I,
DOMESTIC RELATIONS**
REPORTS TO: DIRECTOR, DOMESTIC RELATIONS

FULTON COUNTY ENFORCEMENT OFFICER I

Position Description

OVERALL OBJECTIVE OF JOB

To carry out enforcement of court orders and collection of support orders in accordance with established policies, procedures and regulations.

ESSENTIAL FUNCTIONS OF JOB

1. Back up Enforcement Officer II as needed
2. Sit at front desk, answer and direct incoming phone calls and greet clients. In charge of the mail, taking orders to the Courthouse and scanning documents.
3. Complete daily secretarial functions as specified by Director.
4. Assist clients in preparing and processing appropriate forms for establishing and modifying of support cases.
5. Enforces support orders (i.e., monetary, child support, alimony, etc.)
6. Employee will have access to confidential information. This information must be protected. Employee will be required to do annual security awareness training.
7. Monitors financial distribution of collected funds.
8. Obtains and verifies various income, employment and insurance forms.
9. Locates missing payers/payees.
10. Corresponds with other courts and government agencies in regard to carrying out essential job duties. Case management of Interstate cases and correspondents.
11. Educates clients on policies and procedures required of them by the law.
12. Utilizes computer daily for record keeping and report maintenance.

OTHER DUTIES OF THE JOB

1. Complete mandatory training through PACSETI.
2. Attend meetings, training, and seminars as required.
3. Performs other job-related duties as required.
4. Assist clients in filing new support actions and modifications.
5. Schedule conferences as needed.
6. Process over-the-counter payments.
7. Works in conjunction with other counties and states to coordinate case maintenance.

SUPERVISION RECEIVED

Receives occasional instruction and supervision from Director and Enforcement Officer II in regard to daily work duties.

WORKING CONDITIONS

1. Works indoors in adequate work space, lighting, ventilation but subject to fluctuations in temperatures.
2. Frequent exposure to noise, disruptions and stress.
3. Below normal indoor exposure to dust/dirt.
4. Works in conditions of potential outbursts or disruptive behavior of clients.

PHYSICAL/MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing/walking and occasional stooping, bending, reaching, twisting, and turning as necessary to carry out essential job duties.
3. Dexterity requirements range from simple to coordinated movements of Fingers/hands; feet/legs; torso as necessary to carry out essential duties.
4. Light work, with occasional lifting/carrying of objects with weights ranging from ten to thirty pounds, i.e., ledges, file boxes, etc.
5. Must be able to cope with the physical and mental stress of the position.
6. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS

EDUCATION/TRAINING

Associates Degree in criminal justice, psychology, business administration, or related field with a minimum of one year experience, plus excellent computer skills required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess good communication and interpersonal skills and deal or attend to people who are illiterate.
3. Must possess initiative and problem solving skills.
4. Must possess the ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
5. Must possess the ability to maintain confidentiality in regard to client information and records.
6. Must possess the technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed as needed to maintain documentation and records.
7. Must possess knowledge of and ability to practice the principles and practices of criminal justice administration.
8. Must possess the knowledge of court orders and the ability to follow-up with collection and supervision of clients involved in court orders.
9. Must possess the ability to establish and maintain accurate record keeping.
10. Must possess the ability to perform math calculations accurately and complete required reports.