

JOB POSTING

ENTRY LEVEL POSITION-ENFORCEMENT OFFICER

MCKEAN COUNTY DOMESTIC RELATIONS OFFICE

Duties include, but are not limited to, maintaining a caseload as assigned by the Director and provide proper and timely enforcement as necessary to ensure compliance of support orders for the assigned caseload.

Candidates must meet the following qualifications and requirements:

- High school diploma or equivalency, preferably with 1 to 3 years of post-secondary education or experience in a related field;
- Show initiative, be self-motivated and have strong organizational, computer and communication skills;
- Must work independently, as well as a team member, maintaining a positive interface with various Court offices, agencies and individuals;
- Maintain a high level of confidentiality, accuracy and detail in handling cases;
- Travel/training as required for the position.

Please send resume and cover letter to:

Amy J. Lathrop, Director
Domestic Relations Office
500 W. Main Street
Smethport, PA 16749

Deadline for resumes: May 24, 2019

E.O.E.