

**NORTHUMBERLAND COUNTY DOMESTIC RELATIONS OFFICE
SECRETARY II POSITION**

Salary \$20,500

DEFINITION: An employee in this class performs a combination of related clerical and typing tasks of moderate difficulty. Operates the Pennsylvania Automated Child Support Enforcement System.

Typical tasks are of a constantly recurring nature but require the incumbent to be familiar with a number of possible work methods and to choose processes applicable in a variety of situations. Responsibility, Initiative and Independence is exercised greatly in this area of work. 65 hour training session on PACSETI is mandatory.

TYPICAL EXAMPLES OF WORK:

- Sort computer batch mail and deliver to appropriate staff member
- Process wage attachments and other court ordered documents
- Apply necessary changes to PACSES system
- Pull case files and maintain paperwork within files
- Type letters and or documents provided by other staff members
- Maintain appropriate records of action taken
- Numerous filing of documents and/or correspondence from clients
- Retain information relating to use of copier, fax machine, mail machine and mail clock.
- Contact clients or other parties in regards to changes/cancellations in various support activities
- Coordinate DNA testing for the office
- Participates in secretarial pool duties. Covering front desk, processing verifications, etc.
- Handles incoming and transferring of phone calls
- Performs related work as required/needed by management.
- Operate and maintain daily work on the PACSES imaging system
- Work with enforcement office to schedule contempt's and pre hearing calls.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of the principles of supervision
- Mental alertness, clerical aptitude and detailed knowledge of handling large quantities of work
- Ability to follow written and oral instructions
- Ability to establish and maintain effective working relationships with associates and the public.

MINIMUM REQUIREMENTS:

- Completion of High school degree or equivalent
- A valid PA Driver's license and personal transportation

Northumberland County is an Equal Employment Opportunity Employer. Interested and Qualified Candidates must send Resume' to:

Domestic Relations
PO Box 369
Sunbury, Pa 17801

Attention: Cindy K. Price

Deadline: March 31, 2022