



DOMESTIC RELATIONS SECRETARY II

Amenities:

The County of Northumberland offers a full benefits package to employees including health insurance, prescription, vision, dental, vacation, holiday, sick, personal time, and retirement.

Position Summary:

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.

What You'll Do:

- 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.

Job Requirements/Skills & 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 Training & Experience:

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

Employment Category:

- Full Time

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: Bethany Price

Deadline: 10 days from posting.

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to successfully do the job.

