

## SUSQUEHANNA COUNTY POSITION DESCRIPTION

**TITLE:** ESTABLISHMENT SPECIALIST/ COURT LIAISON  
**DEPARTMENT:** DOMESTIC RELATIONS  
**LOCATION:** SUSQUEHANNA COUNTY DOMESTIC RELATIONS OFFICE  
**REPORTS TO:** DIRECTOR OF DOMESTIC RELATIONS  
**RATE:** \$14.53/HOUR  
**POSITION STATUS:** UNION-ELIGIBLE, FULL-TIME

### General:

#### **Minimum Requirements:**

Education/Training: High School Diploma or equivalent.

Work Experience: Priority will be given to those that have worked with the public in a professional capacity.

#### **Required Knowledge, Skills, and Abilities:**

- Possess proficient computer skills
- Excellent verbal and written communication skills
- Be able to multi-task and prioritize duties
- Communicate effectively with the public

#### **Duties and Responsibilities:**

- Research case specifics
- Assist Solicitor in preparation and presentation of court cases
- Testify in court when needed
- Prepare written drafts of court orders
- Conduct conferences and hearings
- Scan and index documents
- Obtain medical coverage documentation and update records accordingly
- In the absence of others in the department, the worker must be able to conduct Intake interviews, process payments, and stipulate with clients.
- Assist the public with necessary filings as well as establishment and maintenance of court files.

#### **Required Certifications:**

Employee must be certified through training in several different areas including certification to perform DNA sampling.

#### **Within 6 Months of Hire:**

Employee must attend New Hire Training, through the Pennsylvania CSE Training institute (PACSETI), as this is mandatory per the Cooperative Agreement. The course provides instruction on the foundation of the Title IV-D Child Support Enforcement Program in Pennsylvania with a focus on the regulations, statutes and judicial rules. The course provides an overview of the Pennsylvania Child Support Enforcement System (PACSES) and incorporates simulated PACSES processing. This course is offered online.

#### **Within 12 Months of Hire:**

Training is ongoing through employee's entire employment and is mandatory per the Cooperative Agreement. All employees of this agency must cross-train so as to be comfortable and efficient performing other job duties as well as their own. This includes training in house, online, and in various locations statewide.

#### **Physical Requirements:**

The applicant must be able to perform the duties and responsibilities of the position in a normal office environment.

#### **Special Requirements:**

Employee is to perform any other tasks or duties as assigned by the Supervisor or Department Head.

**DISCLAIMER:**

The above statements are intended to describe the general nature of and level of duties being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required to perform this position.

**I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THIS POSITION AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Employee

**In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.**