



Director, Domestic Relations Office

Department: Domestic Relations Office

DESCRIPTION

The Director of the Domestic Relations Office manages the overall operations, policy implementation and program administration of the Lycoming County Domestic Relations Section of the Lycoming County Courts. The Director is responsible for establishing a global mission and vision for the entire department, successfully achieving the section's goals and objectives. The Director requires thorough knowledge of IV-D Child Support Services, Pennsylvania Rules of Civil Procedure, Court of Common Pleas Family Division and Domestic Relations Section state-wide and local rules, docketing and maintenance of Court files, and fiscal adherence to Title IV-D guidelines. The Director prepares and monitors the department's budgets, reports, and compliance audits. Handles high-level client complaints, legal disputes and policy interpretations. Acts as primary point of contact and liaison between the Domestic Relations Section, the Courts, County Assistance Office, Children and Youth Services, and other county and state departments. The Director must monitor and adhere to the IV-D Cooperative Agreement in both fiscal responsibility and program services between the Pennsylvania Department of Human Resources, County Commissioners and the Courts.

SPECIFIC DUTIES

- Administers daily operations of department
- Develops program goals and objectives in accordance with Title IV-D, Federal and PA State guidelines, regulations and statutes; including local Court and County level goals and objections that coincide with their specific strategic goals
- Monitors office compliance with Federal Performance Measures, interprets the measures, and takes a proactive approach to making any policy/ procedure adjustments to improve the measure
- Provides guidance and direction to the Domestic Relations Section's supervisory staff
- Prepares the annual Domestic Relations Office budgets, determines appropriate expenditures for both County general and Title IV-D incentive funds
- Provides oversight to the Fiscal Data Supervisor's financial requirements and acts as a backup to all fiscal responsibilities of the Domestic Relations Office
- Monitors and oversees the Domestic Relations expenditures, daily bank accounts, over-the-counter payments to ensure compliance and identify any mismanagement of funds
- Monitors and oversees the completion of Domestic Relations Office's monthly statement of expenditures (MSE) for reimbursement of expenditures as well as all required BCSE submissions
- Formulates and implements specific accounting procedures and internal spreadsheets to manage the fiscal operation of the department
- Prepares and conducts audits in compliance with Local, State and Federal regulations regarding Fiscal and Data Management, assists in developing and implementing procedures for any required changes
- Develops, implements and monitors Personal Service Agreements with the Title IV-D Attorney and Sheriff's Office and any other needed business partners in accordance with PA Bureau of Child Support Enforcement and County policies
- Maintains administrative control and responsibility for all official Court documents and records that fall under the docketing duties and responsibilities for the Domestic Relations Office

- Oversees and maintains compliance with all IRS requirements in regards to Federal Tax Information
- Implements, reviews, and modifies the Domestic Relations Office's data and hardware systems security plan to adhere to IRS Pub 1075 regulations
- Reports all required breaches of information to the PA Bureau of Child Support Enforcement as required in IRS Pub 1075, conduct internal investigations of any breaches, provides required resolutions to the victim of the breach, and applies appropriate staff disciplinary actions as needed regarding the breach
- Develops and implements safety goals and reporting requirements of the Domestic Relations Office's Detectives as it relates to the use of force and weapons in the field
- Ensures the Domestic Relations Office's Detectives are in compliance with all mandated MOPEC trainings, certifications, and weapon qualifications
- Responsible for the timely submission of all appeals to the PA Superior Court in accordance with the PA Rules of Appellate Procedure
- Reviews and interprets existing and changing Federal, State, Local laws and Court decisions to determine if changes in internal case processing is appropriate
- Responsible for developing and implementing office procedures to ensure efficient work flow, promote quality customer service and worker and client safety
- Responsible for oversight of staff training to ensure compliance with established goals and continuing education of the Child Support Program
- Coordinates the use/ activity of the Title IV-D Attorney as appropriate
- Directs appropriate work assignments to the contracted IV-D attorney

SUPERVISORY RESPONSIBILITIES

The Director of Domestic Relations Office works with the administrative Common Pleas Judge(s) and the Office of District Court Administrator to manage and lead all functions and operations with the Domestic Relations Section. Reports to the Office of District Court Administration and administrative Common Pleas Judge(s).

WORKING CONDITIONS:

This is a full-time position, Monday through Friday, 8:30 a.m. to 5:00 p.m., with varying hours to support operations. Potential for a high degree of emotional stress due to dealing with complex agency activities and clients who are undergoing stress due to family and financial issues.

QUALIFICATIONS

- Bachelor's degree in Social Sciences, Business Administration, Management, Criminal Justice or related field
- At least six (6) years related experience, with increasing responsibility
- Must complete PA Criminal Background check, FBI fingerprinting, and verification of citizenship/ residency per BCSE Memorandum to determine suitability of FTI access
- Must be able to pass pre-employment background check and drug screening, as required by Lycoming County
- Demonstrated knowledge of applicable State and Federal laws and regulations (Code of Federal Regulations, PA Consolidated Statutes, PA Rules of Civil Procedure) and court procedures effecting child support
- Knowledge of managing enforcement remedies
- Strong knowledge and skill level with PACSES (statewide automated case management / enforcement software)

- Strong proficiency in budgeting, financial planning, spreadsheet analysis and audit interpretation
- Experience supervising staff and evaluating performance
- Excellent verbal and written communication skills in combination with ability to interact professionally with the judiciary, attorneys, other court management and distressed and angry clients
- Strong customer service experience to field client complaints, address high-stress public inquiries and guide staff in managing angry and distressed clients
- Commitment to demonstrating conduct that inspires public confidence and trust in the Courts, preserves the integrity of the Court system, and reflects a commitment to serving the public

Application Instructions:

To apply, visit [Lycoming County Careers](#) or scan the QR code below:

Please follow the website instructions and submit your resume and cover letter as requested.



For further assistance, please contact County of Lycoming Recruiting at: 570-320-2100

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Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

This Organization Participates in E-Verify

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