

PLEASE POST !!!

OPEN POSITIONS

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITIONS:

10 ENFORCEMENT DATA & IMAGING TECHNICIAN – DOMESTIC RELATIONS 35 hrs/wk - \$17.2784

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept this position you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) & Child Abuse History <https://www.compass.state.pa.us/cwis/public/home>) at your cost prior to your hire date as a condition of employment.

POSTED: 04/23/2025

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: Enforcement Data & Imaging Technician

PURPOSE OF CLASSIFICATION

The purpose of this classification is to enter data and information from interstate child support orders into PACSES (state child support database). Duties and responsibilities include, but are not limited to: reviewing and entering information into databases; initiating 3-year reviews of support orders; enforcing orders established by the Court for the purpose of collecting child support, preparing petitions for modification, imaging/scanning documents which includes determining work flow and deleting duplicate documents; and other duties as required.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Enters specific data and information into PACSES; applies appropriate codes when required; reviews information for completeness and accuracy prior to entry; makes corrections and/or changes as necessary; updates information regularly; maintains integrity and confidentiality of all information and data.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Reviews delinquent accounts with defendants.

Greets the public and performs customer service functions; provides assistance and information related to department services, procedures, forms, status of cases, or other issues; responds to routine questions, complaints or requests for service; initiates problem resolution.

Types and prepares various correspondence to include letters, legal documents, memorandums, and other documents; reviews information for accuracy and completeness; makes corrections and/or additions as needed; maintains copies for departmental files and future reference.

Maintains various files according to division or department assignment; ensures supporting documentation is present and that all information is accurate and complete; distributes to appropriate individuals and/or agencies or departments; files according to departmental filing system; updates and/or makes corrections as necessary; closes files; boxes, archives, shreds, and/or purges outdated files; maintains confidentiality of all information as required.

Receives and screens incoming telephone calls; routes calls and/or takes messages as necessary; answers questions from staff, outside agencies, attorneys, the public or other individuals; provides information accordingly.

Receives incoming mail, UPS deliveries and overnight packages for assigned department(s); sorts and distributes to appropriate individuals; prepares certified letters and outgoing mail; delivers mail to appropriate location; processes outgoing UPS parcels and overnight packages.

Makes photocopies of various records, cases, client identification, applications, files, documents, correspondence and other items as needed; collates, sorts and distributes to appropriate individuals; maintains copies for departmental use and future reference.

Receives incoming faxes; sorts documents, makes copies and distributes to individual(s) as necessary; maintains copies for departmental files; sends outgoing faxes as requested by supervisor(s) and/or other staff and individuals.

Utilizes various office equipment such as personal computer, mainframe, fax machine, typewriter, photocopier, scanner, and other equipment as necessary to perform daily duties; uses various computer software in the preparation of reports, documents and record tracking and maintenance; keeps apprised of changes in equipment and software; learns new programs as necessary.

Communicates with supervisors, co-workers, other departments, attorneys, post office staff, financial institutions, clients, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Images/scans all incoming documents for Domestic Relations. Includes determining if task to be assigned to staff members, deleting duplicate documents, returned mail.

ADDITIONAL FUNCTIONS

Provides assistance or coverage to other departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year previous experience and/or training involving data entry, computer skills, general administrative, or related areas required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.