

PLEASE POST !!!

OPEN POSITIONS

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

17 INVESTIGATOR – DOMESTIC RELATIONS

\$21.4684hr – 40 hrs/wk

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: 9/20/2024

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: DOMESTIC RELATIONS INVESTIGATOR/43rd JUDICIAL DISTRICT OF PENNSYLVANIA

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide investigative service and support to the Domestic Relations Section (DRS) of the 43rd Judicial District of Pennsylvania. Duties and responsibilities include, but are not limited to locating absent parents in order to perform personal service of complaints and bench warrants. This position reports to the Director of Domestic Relations or designee and is an employee of the 43rd Judicial District.

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.

Performs personal service of orders, complaints, and warrants issued or filed in Domestic Relations matters. Prepares appropriate paperwork to document completion, including costs calculations, for the case file.

Locates absent parents; researches whereabouts, conducts interviews, conducts outreach to social service and other agencies. Prepares appropriate paperwork to document actions taken for the case file.

Discusses delinquent accounts with defendants.

Appears in court. Testifies in court as needed as a representative of the DRS.

Investigates welfare claims; locates defendants.

Provides general security within the office when needed.

Arrests and detains violators.

Transports prisoners to/from jail for court appearances.

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

Receives various forms, reports, correspondence, including; complaints, court orders, bench warrants, and other documents; reviews, completes, processes, forwards or retains as appropriate.

Operates a variety of machinery, equipment and tools associated with department activities, which may include but are not limited to; a motor vehicle, firearms, radio communications equipment, handcuffs, restraining devices.

Communicates with supervisor, employees, other departments, law enforcement personnel, judges, attorneys, support advocate, post office staff, employers, clients, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends law enforcement meetings or other meetings as needed.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Distributes bench warrant lists weekly to area police departments.

Provides assistance or coverage to other employees as needed.

Assists the probation office as needed and/or authorized.

Exhibits understanding and employs principles of confidentiality.

Displays professional and conflict resolution skills when interacting with court users, the public and colleagues as necessary.

Works collaboratively with colleagues and employees of the Court and County.

Able to work in an environment with varying levels of authority.

Exhibits willingness and ability to adapt to change.

Ability to work independently and with minimal supervision; able to exercise discretion and exhibit problem-solving skills.

Performs other related duties as required by the President Judge, Director of Domestic Relations, or designee..

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) years previous experience and/or training that includes law enforcement/corrections work and general office work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must successfully complete a Basic Law Enforcement or Probation Academy training program. Must possess and maintain valid Search & Seizure and Self-Defense Certification. Must possess and maintain a valid Pennsylvania driver's license with no restrictions or violations within two (2) years. Must obtain criminal background and child abuse clearances. May be subject to psychological and/or drug screening.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria including exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

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

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

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.