



COUNTY OF LAWRENCE

COUNTY COMMISSIONERS

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HUMAN RESOURCES DEPARTMENT

KAREN KING, DIRECTOR
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JOB POSTING

JOB TITLE: Trier of Fact/Conference Officer **DEPARTMENT:** Domestic Relations
STATUS: Non-Exempt/Union **DEPARTMENT #** 155
SALARY: \$41,945.09

GENERAL SUMMARY: The purpose of this position is to conduct support conferences. The conferences will include parties, and may include their counsel of record. After conducting this interview, the Conference Officer will recommend a course of action to the Court. This recommendation is based upon the Pennsylvania Support Rules as contained in civil code, commencing at PA R.C.P, 1910-1. The clients and attorneys are mailed a copy of the fact finding and the guideline calculations used to determine the amount of the support recommendation.

After the recommendation is prepared, it is sent to the Court for review and signature. If the Court signs the recommendation, it becomes an order, and it is returned to the Conference Officer. At this time, the conference officer will process the order by placing the monetary provisions into the PACSES computer. The Conference Officer is responsible for placing a docket entry into the PACSES system, and for properly and timely mailing of the order. The Conference Officer must save all notes and materials until such time as the order becomes final.

The Conference Officer is required to be very knowledgeable about the support law and modifications to such as caused by recent appellant court rulings. The Conference Officer must also be a skilled negotiator and peacemaker, as the support conference setting is extremely stressful.

The Conference Officer must have a very good knowledge of the PACSES computer system, as all facets of the job are recorded by diaries for future reference.

SUPERVISION RECEIVED AND EXERCISED: Reports directly to and receives general supervision from the Establishment Supervisor.

ESSENTIAL JOB FUNCTIONS:

- Conducting a support conference without losing control of it.
- Listening effectively.
- Knowing when assistance is needed and getting it.
- Implementing the Federal Case Closure Criteria, as it was meant to be implemented.

- Correctly processing and entering monetary provisions into the PACSES computer system.
- Correctly docketing the orders into PACSES.
- Timely mailing of orders to clients/attorneys with a 'Notice of Appeal' letter.
- Accepting attorney praecipes and entering such into the PACSES computer system.
- Preparing a motion/order to correct the occasional error in fact.
- Addressing medical support, as it is the newest performance standard of the Commonwealth.
- Must follow-up on missing information from the client's employer. This sometimes requires a telephone call.

KNOWLEDGE, SKILLS AND ABILITIES:

- Skill as a negotiator while observing the Rules of Civil Procedure.
- Knowledge of PACSES
 - Especially the calculation screens.
 - Must be able to explain why one expense is considered for deviation while another is not.
- Knowledge of the proper way to docket the order, as this is considered as a Court record.
- Knowledge of the proper way to enter an order onto the PACSES financial screens so that the order will charge correctly.
- Skill as a peacemaker, as the support conference can be a stressful situation.
 - The Conference Officer must be able to entice the parties to speak freely so that he/she receives the complete picture.
- On-going knowledge of any change controls that will affect the conference process.
- Ability to work with peers, especially the DRS Enforcement division, for common goals. (i.e. - the collection of support, lump sums, etc.)
- Ability to take direction from supervisors as the proper way to do something is always changing:
 - Due to new laws
 - Due to change controls
 - Due to appellant case law.
- Ability to type and use Microsoft Office.

MINIMUM JOB REQUIREMENTS:

- Graduation from high school or possession of a GED certificate.

WORKING CONDITIONS:

- Work is normally performed in a typical interior/office work environment.
- Deals with the public, in person and by telephone.
- Work is mostly sedentary.
- Work is performed on a computer.
- Moderate physical activity.
- May require physical effort including lifting up to 25 pounds.

- May be required to sit, stand, or walk for extended periods of time.
- Exposure to computer screen.

OTHER REQUIREMENTS:

- Possession of a valid driver's license may be required.

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The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.

If you are a County Employee interested in the position, please sign below.

1. _____
2. _____
3. _____
4. _____
5. _____

Posted January 7, 8, 9, 10, and the close of business of January 13, 2024.

EOE