POSTING DATE: Continuous

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Hearing Officer Trainee
Domestic Relations, Family Division, Common Pleas Court

Open to promotion, transfer and new hires

SALARY: $42,348 - $46,588 (P17)

FILING DEADLINE: Continuous

Applications and resumes are being accepted for this position. Qualified applicants may **apply by submitting a cover letter, resume, and a completed application** to the Office of Human Resources, Room 668 City Hall, Philadelphia, PA 19107.

REQUIREMENTS

1. Bachelor's degree from an accredited college or university.
2. Successful completion of a panel review and/or interview process after meeting the minimum standards.
3. City residency required within six (6) months of satisfactory completion of an employment orientation period.
4. Ability to perform the essential functions of the position.

GENERAL DEFINITION

This is beginning level professional work of a training nature. Work entails extensive client contact to obtain information and financial data to establish paternity, child support, modification of support orders and enforcement of support obligations. Close supervision is received during the training period to insure that decisions and work activities are in conformance with established policies and appropriate statutes.

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.

- Processes petitions for child support and establishment of paternity.
- Enforces existing child support orders.
- Arranges for pretrial conferences between involved parties; meets with clients to resolve issues through mutual agreement.
- Mediates agreement between parties.
- Utilizes computer program to obtain necessary statistics and background information needed

for pretrial conferences; updates computer data during and after case resolution.

- Meets daily case flow requirements as well as walk-ins; responds to mail and telephone inquiries.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PEFORM ESSENTIAL FUNCTIONS

- Some knowledge of the techniques of interviewing involving resolutions of paternity/support situations and/or required case processing with emphasis on behavioral aspects of affected parties in accordance with work assignments.
- Ability to perform basic arithmetic calculations with emphasis on converting fractions and decimals.
- Ability to review pay records, tax returns, and various expense statements and to translate weekly and monthly income and expenses into workable schedules.
- Ability to learn and apply pertinent federal, state and local rules, regulations, statutes, policies and objectives pertaining to support cases.
- Ability to effectively communicate the English language both orally and in writing.
- Ability to establish and maintain effective working relationships with clients, public agencies, coworkers and the general public.
- Ability to learn use of computer software for update and retrieval of pertinent client information.

The First Judicial District of Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.