



**5th JUDICIAL DISTRICT OF PENNSYLVANIA
COUNTY OF ALLEGHENY**

POSITION: Domestic Relations Officer/Custody Conciliator
CLASSIFICATION: Professional
LOCATION: Family Division, Children's Court
440 Ross Street, Pittsburgh, PA 15219
STATUS: Full-Time, Benefits Eligible
STARTING SALARY: \$32,000 annually

SUMMARY:

Perform custody conciliations to obtain agreements or make recommendations for new and/or modified child custody orders. Apply negotiation and settlement strategies in conciliations that involve extensive client/attorney contact.

QUALIFICATION REQUIREMENTS

- Minimum of a bachelor's degree from an accredited institution (degree in psychology, social work, child development, or related field of study preferred).
- Experience in the social services, therapeutic or counseling field; or related experience working with children and families.
- Excellent communications skills to establish and maintain effective working relationships with clients, public agencies, contracted agencies, therapeutic professionals, co-workers and the general public.
- Computer skills and experience in Windows environment including proficiency with Microsoft Word.
- Knowledge and/or experience in dispute resolution and ability to resolve difficult/high conflict case situations.
- Knowledge and/or experience with family violence and child abuse/child neglect cases.
- Ability and skills to perform mathematical/financial calculations.
- Excellent writing skills.
- Ability to establish and maintain effective working relationships with clients, public agencies, co-workers and the general public. Ability to work with and be exposed to various levels of authority, as well as the public.
- Must have the ability to work under pressure; deal with stress associated with confidential Court environment and time restrictions. Must be able to sit, reach, bend, stoop and stand, perform repetitive motions with wrists, hand and fingers, daily handwriting over long periods and performing computer input duties, open/close files, physically/vision sufficient to perform job duties.
- Individual expected to fully perform position responsibilities with six months of assumption of duties

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Perform custody conciliations to obtain agreements or make recommendations for new and/or modified child custody orders. Conciliations may include issues of full physical, shared physical and or legal custody, establishing partial custody, modification and or enforcement of partial custody, confirmation of custody and any other combination of the above.
2. Apply negotiation and settlement strategies in conciliations that involve extensive client/attorney contact; prepare orders of court, determine appropriate case path if parties do not reach a settlement, schedule and prepare necessary paperwork for psychological/home evaluations, relist or reschedule cases already docketed; send out letters; pulling files as needed; complete dictation sheets which may be requested by the bench, assess fees, utilize Microsoft Office to prepare and generate all of the above.
3. Utilize Custody Department and Department of Court Records database to access information, assist staff to answer questions as needed, and update case information.
4. Maintain extensive knowledge on custody case law, alternate dispute resolution, mediation techniques, domestic violence and child abuse/neglect, child development, family dynamics, etc.
5. Perform other activities relevant to the establishment, modification and enforcement of custody; and other special assignments or functions as directed by the supervisor, manager or administration requiring a broad range of domestic relations issues.
6. Perform document review of child custody matters and complete related paperwork; interpret financial documentation to assess/waive fees for clients based on income; review child custody cases for involvement with other courts and agencies and complete related paperwork.

OTHER DUTIES & RESPONSIBILITIES:

7. Screen, prepare and/or process custody consent orders from attorneys/clients.
8. Analyze reports to identify and handle appropriate next actions in case, to address all pending issues.
9. Perform conferences with clients on Generations contempt cases and address custody-related bench warrants as necessary.
10. Act in a professional/appropriate manner at all times. Conduct self in a manner demonstrating respect and decorum reflecting positively on the integrity and honor of the Court; display cooperation, teamwork and flexibility, work independently within the responsibilities of the position.
11. Provide back-up coverage to professional staff functions in the Child Protection and Permanency Department, including but not limited to, review of Emergency Custody Authorizations and scheduling of private dependency petitions.
12. Screen cases utilizing Unified Family Court protocols to determine appropriate judicial assignment or reassignment, update systems, and complete related memos and/or forms.
13. Handle mail forwarded to the department regarding custody issues relating to incarcerated clients and their children by processing pleadings, scheduling a conciliation where inmate participates by telephone, conciliating all issues; and if no agreement is reached, process the case to be heard by the assigned judge.
14. Attend and participate in training sessions, professional development seminars, conferences, etc. deemed appropriate by administration and/or supervisor/manager.
15. Participate in IV-D (child support) special unit assignments when needed and/or assigned.
16. Participate in unit meetings and individual meetings with supervisor/manager as necessary regarding the unit and cases as well as perform other duties deemed appropriate by administration and/or supervisor/manager.
17. Perform other crossover functions that address issues relating to the best interests and welfare of children between the Allegheny County Children's Court, the Allegheny County Adult Section of Family Division, and the Allegheny County Juvenile Section of Family Division.
18. Perform other related duties as required or assigned, including special projects, at the direction of administration and/or supervisor/manager.

19. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

BENEFITS:

Standard health and fringe benefits plans available. This includes health; dental; life, accident, and disability insurance plans; sick leave and vacation benefits.

HOW TO APPLY:

Candidates interested in applying for this position **must** submit a cover letter, resume, completed application and copies of college transcripts (official college transcripts are required upon hiring) by **Thursday, September 14, 2017**. An employment application is available for download on the Human Resources page of this website or by calling the Court's Human Resource office at 412-350-5487. Please submit this information to:

**FAMILY DIVISION
HUMAN RESOURCES OFFICE
440 ROSS STREET, 5TH FLOOR ADMINISTRATION
PITTSBURGH, PA 15219**