

Job Posting

Organization:	Tioga County Domestic Relations
Job Title / Position Number:	Office Supervisor
Type Position:	Full Time
Salary Range:	TBD by Salary Board
Posting Length:	10 days
Posting Dates:	7/20/2026 to 7/29/2026
Contact Name / Number:	Casey Zuchowski ; 570-723-8205 or Marlo Carl; 570-723-8204
Job Description:	See Attached Job Description

This is professional work of a supervisory nature in the office of Domestic Relations, which is responsible for the establishment and enforcement of child/spousal support orders for the Court. Work is performed with considerable independence for technical and administrative judgement and is reviewed by the Domestic Relations Director and President Judge through evaluation of program effectiveness and adherence to Title IV-D Cooperative Agreement requirements.

ELIGIBILITY -- ALL CANDIDATE(S):

Education : Minimum of a high school diploma with some supervisory experience, or any equivalent combination of education and a minimum of 5 years of experience either within the Court system or in the field of Domestic Relations that provides the knowledge, skills and abilities of the attached job description.

HOW TO APPLY -- ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 7/29/2026. Late applications will not be accepted.

1. Completed Tioga County Employment Application. The application must provide details of experience and training as related to the minimum experience and training requirement for the vacancy so eligibility can be determined.

If interested in applying, please send applications to:

Attn: Human Resources, 118 Main Street, Wellsboro, PA 16901

Applications can also be emailed to: mcarl@tiogacountypa.us

TIOGA COUNTY IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER

DOMESTIC RELATIONS OFFICE SUPERVISOR

Definition of Work

This is professional work of a supervisory nature in the office of Domestic Relations, which is responsible for the establishment and enforcement of child/spousal support orders for the Court. Work is performed with considerable independence for technical and administrative judgement and is reviewed by the Domestic Relations Director and President Judge through evaluation of program effectiveness and adherence to Title IV-D Cooperative Agreement requirements.

Essential Functions of Work

- Supervises Domestic Relations Judicial Line staff on a daily basis.
- In the absence of the Conference Officer, conducts child support conferences to establish/modify support orders and prepares reports and/or recommendations in accordance with the Pennsylvania Rules of Civil Procedure and PA Consolidated Statutes.
- Assist other Domestic Relations staff members with complex cases to resolve issues promptly and effectively.
- Administers various computer program applications providing training and guidance to other staff as necessary.
- Assists Director with the preparation of Monthly Title IV-D Statements of Expenditures to ensure the County receives full reimbursement of all eligible expenses through the Federal Financial Participation program as mandated by the Title IV-D Cooperative Agreement.
- Assists Director with the preparation and participation in both county and state fiscal and program audits to ensure compliance with all applicable auditing standards and requirements by local, state and federal regulations.
- Oversee office operations in absence of Director, including supervision of staff and caseload and making appropriate decisions based on the Court's direction.
- Maintains and reconciles various bank accounts under the supervision of the Director and in accordance with all required accounting practices and procedures.

- Maintains cooperative relationships with other court personnel, state and local welfare and social service agencies, other child support agencies nationwide, other law enforcement agencies, and employers.
- Performs related work as required by the Director or President Judge.

Requirements of Work

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, abilities and/or skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or experience

Minimum of a high school diploma with some supervisory experience, or any equivalent combination of education and a minimum of 5 years of experience either within the court system or in the field of Domestic Relations that provides the following knowledge, abilities and skills.

Knowledge, Abilities and Skills

- Thorough knowledge of the principles, practices and techniques of social case work as applied to the field of Domestic Relations and child support.
- Thorough knowledge of the functions and resources of public and private social welfare and related agencies.
- Thorough knowledge of the Pennsylvania Automated Child Support Enforcement System (PACSES).
- Considerable knowledge of state laws and the PA Rules of Civil Procedure governing child support establishment and enforcement.
- Considerable knowledge of standard bookkeeping and auditing practices.
- Considerable knowledge and understanding of the Title IV-D program requirements.
- Considerable knowledge of the Title IV-D Cooperative Agreement.

- Ability to supervise others as directed and to use professional judgement.
- Ability to establish and maintain effective working relationships with clients, other staff, outside agencies and the public.
- Ability to prepare concise case histories, summaries, correspondence and records.
- Ability to present cases to the court.