

McKean County is seeking qualified and highly motivated applicants to perform the duties of Enforcement Officer for the Domestic Relations Office.

The requirements for this position are:

Education:

- High school diploma or equivalent; Associate's degree in social work, legal, business, or comparable field desirable.

Experience:

- 1 -3 years experience dealing with the general public.

Special Requirements:

- Working knowledge of computers and office equipment.
- Strong organizational skills and attention to detail.
- Capable of handling multi-tasks and able to change priorities.
- Must be able to maintain high level of confidentiality.
- Capable of traveling as required for training or other job-related purposes.

HOW TO APPLY:

Qualified candidates should apply by submitting a resume and McKean County job application to Amy Lathrop, Director at AmyLathrop@pacses.com

Applications are available in the Human Resources Department at the Courthouse or at www.mckeancountypa.org.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

McKEAN COUNTY IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.