



COUNTY OF LAWRENCE

COUNTY COMMISSIONERS

DAN J. VOGLER, CHAIRMAN
DAN KENNEDY
CHRIS SAINATO

HUMAN RESOURCES DEPARTMENT

MICHAEL OCCHIBONE, DIRECTOR
KRISTINE VENASCO, DEPUTY DIRECTOR

JOB POSTING

JOB TITLE:	Domestic Relations Detective	DEPARTMENT:	Domestic Relations
STATUS:	Non-Exempt/Union	DEPARTMENT #:	155
SALARY:	\$40,485.84 CURRENT \$37,715.24 NEW HIRES		

GENERAL SUMMARY: This job classification performs a variety of activities. The DRS Detective is a member of the DRS Enforcement Division. They are licensed to carry a firearm. They spend a great deal of time out of the office performing various tasks, such as Personal Service of a Notice to Appear and Bench Warrants for Appearance.

When in the office, they also provide office security by auditing DRS support conferences where one of the parties has asked for security. They attend all contempt hearings before the Court, and will transport clients to the Lawrence County Jail per the Court's Order in contempt proceedings. They initiate driver's license suspension, based upon the PACSES enforcement remedies. They monitor the JNET internet site for information that a prisoner has been arrested in another Pennsylvania jurisdiction. They make arrangements with Court Administration to bring a prisoner before the Court within 72 hours of arrest and incarceration in the Lawrence County Jail.

SUPERVISION RECEIVED AND EXERCISED: Reports directly to and receives general supervision from the Director of Domestic Relations.

ESSENTIAL JOB FUNCTIONS:

- Provide security to the office staff and clients who are subject to possible violent situations while at the Domestic Relations Section for a support conference.
- Provide searches of clients, if necessary.
- Keep an updated list of all open bench warrants.
- Terminate bench warrants immediately when the detainee is brought before the Court.
 - Alert 911 and the County Jail of this action.
- Investigate, and then serve a bench warrant upon a client.
- Mail notices of Intent to Suspend Driver's Licenses for those clients who qualify for such action.
- Prepare orders to Restore Driver's License for those who have met conditions.
- Prepare and mail postal verifications for those clients whose addresses have been end-dated in the PACSES system.
- Contact a known client asking for information regarding the missing client.

LAWRENCE COUNTY GOVERNMENT CENTER • 430 COURT STREET • NEW CASTLE, PENNSYLVANIA 16101-3593
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- Personal Service of Process, with proper affidavit after proper service has been established.
- Monitor 30 day job search orders, if directed by the County.
- Attend conferences or training seminars on job related duties.
- Attend to the morning mail through the PACSES computer system.
- Make the DRS bank deposits as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess the Act 235 Certification
- Ability to possess a valid license to carry a firearm.
- Ability to pass an annual recertification to carry a firearm.
- Ability to successfully complete certification for proper use and carrying a Taser.
- Knowledge of proper use of pepper spray and hand cuffs, when it is necessary to use such.
- Knowledge of computing arrears properly, for consideration of suspension of driver's license.
- Ability to placate those who have been served with a bench warrant.
- Knowledge of the proper PACSES forms to use for personal service for an individual.
- Knowledge of the PACSES procedure to verify proper service.
- Ability to drive the DRS vehicle.
- Ability to use ACCURINT, a locate service that the DRS subscribes to.
- Knowledge of proper investigative techniques to uncover factual information.
- Ability to work well with Court Administration so that a detainee can be brought before the Court in a timely manner, per the agreement between the County of Lawrence and the ACLU.

MINIMUM JOB REQUIREMENTS:

- Graduation from high school or possession of a GED certificate.
- Completion of advanced education in criminology, law enforcement, or a closely related field is highly desirable.
- Must possess Act 235 Certification.
- Must possess a valid license to carry a firearm.
- Must pass a criminal background investigation.
- Must possess a valid driver's license.

WORKING CONDITIONS:

- Work is performed both in and out of the office.
 - Approximately 60% of the time is outside of the office.
- Work requires use of the DRS County vehicle.
- Hand gun is worn during all working hours.

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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 May 13, 2025 and close of business day on May 16, 2025.

EOE