

Job Posting: Conference Officer

Location: Crawford County Domestic Relations Section

Position Type: Full-Time, non-Exempt (Non-Union)

Salary Range: \$26.51-\$27.87

About the Role

Crawford County is seeking a dedicated professional to join our Domestic Relations Section as **Conference Officer**. This key role involves conducting child and spousal support conferences, analyzing financial records, preparing essential legal documentation and establishing and modifying Court Orders. The ideal candidate will possess strong analytical skills, effective conflict resolution abilities, and a thorough understanding of Pennsylvania support law.

Key Responsibilities

- Conduct support conferences to mediate agreements between parties and attorneys
- Review and analyze financial documents in accordance with PA Rules of Civil Procedure
- Manage case information utilizing PACSES and other related databases
- Prepare legal summaries, memos, and documentation for court hearings
- Apply PA Support Guidelines and Civil Rules to establish and modify Court Orders
- Monitor case compliance and oversee administrative procedures within the Domestic Relations Section

Qualifications

- Bachelor's Degree is required
- Experience in social services, legal, or court systems is preferred
- Excellent communication skills, sound judgment, and ability to maintain confidentiality

Working Conditions

- Office-based role with primarily sedentary work
- High-stress environment demanding focus and emotional resilience

Interested candidates are encouraged to apply and join a team dedicated to serving our community with professionalism and integrity. Applicants must provide a county application and current resume to Domestic Relations, 898 Park Ave, Meadville or cscrawford@pacses.com prior to 10/31/26. County applications are available at www.crawfordcountypa.net.

Equal Opportunity Employer

Crawford County is an **Equal Opportunity Employer**. We are committed to providing reasonable accommodations in accordance with the Americans with Disabilities Act (ADA).
