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## EMPLOYEE JOB DESCRIPTION

**Department:** District Attorney's Office

**Position Title:** County DRS Detective – Full Time

**Pay Classification:** PA 06 (Entry \$23.91 – 33.80/hr.)

**Reports to:** District Attorney

**Assigned to:** Domestic Relations Section (DRS) – 50% and District Attorney- 50%

**Schedule:** Two week rotating schedule: 70 hour bi-weekly pay period; 35 hours per department; 7 hour work days.

Week 1: Domestic Relations- Monday, Wednesday, Friday; District Attorney- Tuesday, Thursday

Week 2: Domestic Relations- Monday, Wednesday; District Attorney- Tuesday, Thursday, Friday

**Date of Job Description Creation/Update:** 3/31/2025

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### **Description of Position:**

The County Detective in this role is employed by the District Attorney's Office and is assigned part time to the Domestic Relations Section as part of an intergovernmental agreement and part time to District Attorney.

### **Position Requirements:**

#### **Minimum Education and Experience Required**

- Must have ACT 120 MPOTEC (Municipal Police Officer Training and Education Commission)
- Act 134 clearance
- Must attend required law updates and maintain a firearm certification required by MPOTEC
- Bachelor Degree in Business Administration, Psychology, Sociology, Administration of Justice, the Social Sciences or related field
- Ability to obtain JNET certification as required.
- Must possess a valid Pennsylvania Driver's License and have a willingness to travel as needed to complete job duties.
- Must be able to pass mandatory PACSETI New Hire Training as required by the BCSE

Other Essential Requirements

- High level of understanding of rules/laws as well as the judicial system as it pertains to child support establishment/enforcement
- Ability to speak calmly and confidently to convey information to attorney and others in person, and on the phone, who may be emotional and/or adversarial
- High level of organizational and prioritization skills
- Ability to work effectively and efficiently under legal time constraints
- Technical knowledge of personal computer operations such as Microsoft Word and the DRS PACSES, PACSES Imaging and other programs
- High level of communication and interpersonal skills allowing for effective interaction with judges, attorneys, police officers, constables, other County agencies and other DRS employees
- Ability to comprehend a variety of documents; including case files, medical reports, insurance claims, divorce decree's, civil complaints, petitions, earnings reports, pay stubs, W-2 statement, tax returns
- Ability to interview and elicit information from individuals in a non-threatening, calm and authoritative manner.
- Ability to analyze information for appropriate action and resolution of case specific situations
- Ability to express ideas clearly and concisely both orally and in writing
- Ability to work independently
- Must have proven record of people skills and decision making and skills in negotiation and mediation
- Must possess ability to use and interpret support law and strength in ability to perform basic mathematical calculations
- Must possess ability to work with clients having sometimes limited life skills and education
- Must have an understanding of the criminal justice system and familiarity with local law enforcement

### **Position Duties: (For Domestic Relations)**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and employees possessing the skills within this class may be assigned to complete any task within the class. Other duties may be required based on the functional requirements of the PACSES system.

- Act as the DRS's primary source for the aggressive enforcement of all DRS bench warrants to include affecting arrests and transportation to the county jail/court/DRS
- Act as DRS's primary source for the timely execution of all DRS related personal service requests

- Maintains an accurate and up-to-date record of all DRS cases in which a bench warrant is outstanding
- Takes all phone calls from defendants who find themselves subject to a bench warrant, advising those who must report or be placed in the Mercer County Jail (Judge's warrants from Court) and setting a time to come to the DRS so that a conference can be conducted for those subject to a DRS warrant for non-appearance at a conference or direct defendants to appropriate staff to accept purge payments if the warrant is related to a contempt hearing
- When a Defendant who is the subject of a bench warrant is arrested on the warrant and transported to jail, or comes in as directed, or simply appears at the DRS, the defendant is interviewed in order to obtain information necessary to satisfy the pending support action. This duty includes: review of the plaintiff's most recent income information, review income information and employment status of the defendant. If the defendant is unemployed, determines if facts warrant placement into the DRS Work Search Program.
- Takes all calls from any plaintiff in a case where the defendant has a bench warrant, making a NOTE in PACSES, answering all questions or following up on information provided by calling prospective employer or any other necessary investigative work
- Takes all calls from local law enforcement departments, dispatch, E911, and jails when a defendant subject to a bench warrant is arrested. Confirms warrants on behalf of the DRS and coordinates transportation to the Mercer County Jail or makes arrangements with defendant for appearance at the DRS.
- Works with Director and Assistant Director on any special projects involving multiple arrests or "sweeps" and coordinates activities with the Mercer County Sheriff's Department or local law enforcement and the Court
- Provides Director with a monthly report of active warrants; those added; those vacated; and any defendant remaining in the Mercer County Jail
- Tracks the work of the Mercer County Sheriff's Department in their work in either picking up defendants wanted on a bench warrant or facilitating their appearance in the DRS and provides a monthly report to the Director reporting the names of each client so that the Director can notify the Sheriff's Department confirming the names and then requisition for payment for each assist per the contract.
- Tracks the work of the DRS contracted Constables in their work executing DRS bench warrants and completion of personal service requests and provides a monthly report along with related invoices of these activities to the Director
- Diligently assist with locating obligors and alleged parents to include use of CLEAR, JNET and the investigation of leads provided by these

sources as well as information provided by parties in a case or other DRS staff

- Interviews parties in a case concerning income and extraordinary expenses, reviewing data including payroll, pay stubs, W-2 statements, tax returns and various other income documents. Calculates monthly incomes of each party for application on the established Supreme Court Guidelines.
- Gathers all other pertinent information for determination of support obligations including medical care and coverage, child care expenses, other families and mortgage information (if applicable)
- Maintains and submits any tracking/monitoring reports needed to measure performance or for statistical record management
- Attends meetings, training and/or seminars as required
- Reviews all updates in law and change in the Rules of Civil Procedure
- Accompanies and assists the Enforcement Specialist assigned to the Work Search Program in activities at the Career Link on Thursday mornings when needed.
- Works monthly Data Integrity and Federal Case Closure reports published the first week of each month
- Conduct self in a manner that respects staff, stakeholders and individuals receiving service
- Works cooperatively with other staff, as a team member, helping to promote a positive atmosphere

**Position Duties (District Attorney's Office):**

1. Ensures that all identified cases are appropriately investigated on behalf of the office of the District Attorney
  - a. Investigates domestic/sexual violence, dating violence and stalking cases as requested by local law enforcement, the Pennsylvania State Police, and the Mercer County Sheriff's Office
  - b. Respond to victims of domestic violence who require medical attention through hospital emergency rooms
  - c. Attends protection from abuse hearings and all other hearings as needed or required.
  - d. Respond to adult victims of sexual violence who require medical attention through hospital emergency rooms, following established Mercer County SART protocol
  - e. Assist in child abuse investigations
  - f. Assist Area Agency on Aging with elder abuse cases
  - g. Thoroughly document all investigations
  - h. File appropriate affidavits or probable cause and criminal charges
  - i. Coordinate ongoing investigations with federal, state and local police officials
2. Respond to private complaints
  - a. Review private complaints that come to the DA's office
  - b. Identify and take appropriate action including denial of complaint, approval of complaint, or referral of complaint to local authorities
  - c. Assist in preparation of formal affidavit of probable cause and criminal charges, as needed

3. Provide trial preparations support to state and local police
  - a. Locate and re-interview witnesses
  - b. Review evidence and all related laboratory analysis
  - c. Review confidential police reports
4. Adhere to the office philosophy, policies and procedures
  - a. Conduct self in a manner that respects staff, stakeholders and individuals receiving services
  - b. Acts as a role model for the office's philosophy and guiding principles
  - c. Works cooperatively with other staff, as a team member, helping to promote a positive atmosphere
5. All Other duties may be required and assigned.

**To Apply:**

**Please complete the standard County of Mercer Application and send a letter of interest, salary history, and your resume to the following:**

Mercer County HR Department  
125 South Diamond St  
Suite 17  
Mercer, PA 16137

\*\* The County of Mercer Standard Application can be found at [www.mercercountypa.gov](http://www.mercercountypa.gov) or can be obtained by stopping in the Human Resource office located on the basement level of the Courthouse.

**Deadline to Apply: April 30, 2025**