



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **DIRECTOR, DOMESTIC RELATIONS OFFICE**  
Grade: 20

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Responsible for oversight of Domestic Relations Office Services, including quality assurance of services. Works collaboratively with judges, attorneys and other mental health professionals. Responsible for monitoring and overseeing the dissemination of court-ordered Child Custody Evaluations pertaining to custody and access issues, which will generally be triggered by Suits Affecting Parent-Child Relationships (SAPCR). Supervises and assesses the qualifications of mental health professionals for completing Child Custody Evaluations pertaining to SAPCR or Divorce cases. Responsible for delegating responsibility for completion of the evaluations and monitors the timely completion of these evaluations. Participates in other functions of the DRO, such as assisting the Courts in facilitating agreements between parents in creating effective custody sharing schedules. Conducts and participates in the expansion, evaluation and development of services provided through the Domestic Relations Office, as example exploring a provision for therapeutically supervised visitation.

### **EXAMPLES OF WORK PERFORMED**

Responsible for oversight of Domestic Relations Office Services, particularly those related to court-ordered services for issues pertaining to custody and access in Divorce cases or Suits Affecting Parent-Child Relationships.

Directs strategizing, planning, organizing, reviewing, designing, and evaluating the overall operations and development of the department.

Works collaboratively with judges, attorneys and other mental health professionals

Evaluates services purchased or ordered through the Domestic Relations Office.

Responsible for assigning, monitoring, ensuring the timely completion and overseeing the dissemination of court-ordered Child Custody Evaluations pertaining to custody and access issues, which will generally be triggered by Suits Affecting Parent-Child Relationships.

Assesses, on an ongoing basis, the qualifications, professional expertise and work product of mental health professionals, who provide services under the auspices of the Domestic Relations Office, for completing Child Custody Evaluations pertaining to SAPCR and Divorce cases.

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Participates in other functions of the DRO, such as assisting the Courts in facilitating agreements between parents in creating effective custody sharing schedules.

Knowledgeable regarding issues pertaining to child development concerns, marital conflict, family dynamics, domestic violence, paternity issues, adoption issues, and other.

Supervises staff, including assigning and reviewing work, conducting performance evaluations, and making recommendations for hiring, transferring, promoting, disciplining, or dismissing employees.

Compiles, prepares and delivers reports on the DRO Operations to the Hidalgo County Commissioner's Court, the Board of Judges, and the Family Law Section of the local bar.

Develops and recommends other program-specific initiatives to the Commissioner's Court and the Board of Judges.

Periodically monitors case-related courtroom testimony.

Assists in the conceptual development of grant applications for funds from public and private sectors.

Consults with, and maintains accessibility to, Hidalgo County Commissioner's Court and the Board of Judges regarding complex and/or sensitive case issues.

Performs related work as assigned.

#### **EXPERIENCE AND EDUCATION**

A Master's degree from an accredited college or university in public administration, business management, social work, or a closely related field, and nine (9) years of professional work related experience in family law, conflict resolution and high conflict litigation, including three (3) years of management level experience in a Texas domestic relations office, including supervising staff.

Experience as a trained family law mediator is preferred

Ability to speak and write in the Spanish language

Two (2) years of experience may be substituted for one (1) year of education

#### **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

#### **KNOWLEDGE, SKILLS AND ABILITIES**

**Special Requirements.** Must clear and maintain a favorable background investigation, including criminal, and must clear a pre-employment physical. Must have a valid driver's license. May be required to work more than 40 hours during the workweek. Must comply with all relevant county policies and procedures.

**Knowledge.** Must have considerable knowledge of Texas Family Code; knowledge regarding issues affecting children and families who have been involved in difficult situations involving family violence, family law court proceedings, knowledge of court protocol; knowledge of mediation and behavior modification techniques; knowledge of DSM-V; divorce, separation, custody disputes and paternity

issues. Must be knowledgeable regarding factors affecting quality of child custody evaluations pertaining to SAPCR and Divorce cases and assessments pertaining to custody and access issues. Must have good working knowledge of principles of supervisory management.

**Skills.** Skill in supervising professional and clerical employees; skill in dealing with hostile or violent individuals; interpersonal skills to interact effectively with the general public and to deal with families in crisis. Must have skill in operating personal computer and basic office equipment; skill in word processing; skill in work organization and managing multiple priorities; skill in forming assessments of quality of assessments and studies; skill in assessing qualifications of contracted mental health professionals; skill in oral and written communication.

**Abilities.** Must have ability to compile, organize and report information accurately; ability to present data in a clear concise manner, using charts, graphs and visual display; ability to establish and maintain effective working relationships with other employees, co-workers, other county departments, judges, service providers and the general public; ability to communicate effectively, both orally and in writing. Must be sensitive to issues related to cultural diversity.

**Supervisory Responsibility.** Job has significant impact on division operations. Employee receives general supervision when performing the essential functions. Employee selects appropriate procedures required to complete work assignments. Initiative is frequently required to complete work assignments. Supervises Social Worker and office assistant staff, including assigning and reviewing work, conducting performance reviews, and recommending personnel actions such as hiring, transferring, promoting, disciplining, or dismissing employees.

**Judgment, Initiative and Decision-Making.** Expert judgment is required in performing quality assurance of assessments pertaining to custody and access issues, compiling data and accurately completing reports. Initiative and professional discretion are frequently required to complete work assignments. Decisions are made regarding individual work priorities.

**Contacts.** Frequent contact with other County employees, service providers, members of the judiciary, and the general public and department heads. Communication is primarily face-to-face, via telephone, via e-mail and through written correspondence.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations