

JOB POSTING

- Job Title:** Orphans' Court Counsel (Attorney I - IV)
- Employer:** Court of Common Pleas of Lehigh County
- Position Type:** Full-time (non-union)
- Contact Person:** District Court Administrator Kerry Turtzo
- E-Mail:** KerryTurtzo@LehighCounty.org
- Salary Range:** \$74,256 - \$129,896 plus fringe benefit package
- Start Date:** January to February 2025
- Qualifications:** Juris Doctor degree from an Accredited Law School.
Orphan's Court experience preferred.
Detail-oriented and strong written and oral communication, analytical, and organizational skills required.
- Job Description:** Work under the guidance and supervision of the Administrative Judge of Orphans' Court.
- Perform advanced professional legal support to the judges of the Orphans' Court Division of the Court of Common Pleas in the areas of formal fiduciary account audits, trust/estate/power of attorney litigation, appeals from Register of Wills, minor's compromises, termination of parental rights, adoptions, death case settlements, marriage licenses incapacity proceedings, and minor guardianships. Review annual guardian reports. Serve on local Orphans' Court rules committee and Elder Abuse Task Force.
- Work closely with Clerk of Orphans' Court. Supervise the Orphans' Court Law Clerk and Orphans' Court Assistant/Analyst.
- Application Process:** Interested candidates should submit a cover letter, resume, and a list of three (3) references to the Court Administrator of Lehigh County, Kerry Turtzo via e-mail at KerryTurtzo@LehighCounty.org no later than September 30, 2024. Interviews will be held in October, 2024.