DEPARTMENT: Domestic Relations Office

SUPERVISOR: Chief Domestic Relations Officer

JOB TITLE: IV-D Attorney

SALARY: $50,548

HOURS: 37.5 per week (Monday – Friday from 8:00 – 4:30pm)

DATE POSTED:

DESCRIPTION:
The Title IV-D Attorney provides Title IV-D legal services to child support obligees as mandated by the Title IV-D Cooperative Agreement and as provided for in 23 Pa. C.S. §4306. These services include providing routine representation for the Domestic Relations Office in: the establishment and disestablishment of paternity; establishment and enforcement of all support orders including Uniform Interstate Family Support Act (UIFSA)/ Intrastate Family Support Act (IFSA) cases; and cases that meet the criteria for exceptions and appeals. The Title IV-D Attorney also aggressively represent the interests of the client (or DRS when appropriate) before the Court. Performing other duties as assigned.

SPECIFIC DUTIES:
- Provide routine representation in paternity actions, including cases involving issues related to presumption of paternity and/or estoppel; and actions to establish paternity consistent with PA. R.C.P. 1930.6.
- Provide routine representation in: hearings whenever the Commonwealth of Pennsylvania, Department of Human Service’s interest is jeopardized, including cases in which the children are recipients of TANF benefits; hearings wherein the obligee filed the support action to Pennsylvania under UIFSA or to Lycoming County under IFSA; complex cases where discovery may be required for an unrepresented obligee; non-TANF matters of contempt where an obligee requests representation; and other cases as assigned by the Domestic Relations Director.
- Understand and apply support laws, The Rules of Civil Procedure, and policies and procedures as established/followed by the Commonwealth of Pennsylvania and Domestic Relations.
- Prepare detailed court reports for cases scheduled for Court hearings.
- Present all cases to the Court that are scheduled for hearings.
- Communicate verbally and in writing in a clear, businesslike, and professional manner, and prepare clear professional letters, reports, etc.
- Advocate for appropriate enforcement remedies including incarceration, if applicable.
- Maintain necessary training to stay proficient in updates to the law as well as to office specific policies, procedures, and technology. Attend and successfully complete all trainings mandated by the Domestic Relations Director, and be able to operate and utilize the statewide child support automation system known as ePACSES and other various child support software systems.
• The Title IV-D Attorney shall maintain confidentiality of information and technology as well as recognize and maintain client confidentiality within the scope of this employment.
• Provide competent representation to all required DRS clients and advise all DRS staff as needed regarding their cases.
• Ability to meet with and counsel parties regarding their rights and responsibilities as it relates to matters in paternity and child support cases.
• Stay apprised of new developments/ changes in applicable laws.
• Perform legal research.
• Other duties as assigned.

QUALIFICATIONS:
• Graduate of an accredited college or university with a Juris Doctorate degree.
• Admission to practice before the Supreme Court of Pennsylvania required.
• Must possess a valid Pennsylvania Driver’s License and reliable vehicle.
• Preferred knowledge of civil and family law.
• Familiarity with and working knowledge of the Pennsylvania Rules of Civil Procedure; the Code of Federal Regulations; and Pennsylvania state laws that control child support establishment and enforcement.
• Experienced in drafting appellate briefs and arguing cases before the Commonwealth Court, Superior Court, and Supreme Court of Pennsylvania.
• Minimum of 2 years of experience in legal practice required.
• Ability to communicate clearly and concisely in both written and oral communication.
• Ability to exercise good judgement and maintain tact, composure, and confidentiality.
• Ability to work independently.
• Possess strong organizational skills and attention to detail.
• Ability to proficiently utilize and navigate computer software programs Microsoft Word, Excel, and PowerPoint. And a willingness to be trained in the utilization of the DRS software suites in eQuate and PA Child Support Enforcement System (PACSES) as well as any others that are deemed necessary to the duties of this position.
• Ability to establish and maintain effective working relationships with the Domestic Relations Staff, Court employees, and Court- related personnel.
• Commitment to demonstrating conduct that inspires public confidence and trust in the Courts, preserves the integrity of the Court system, and reflects a commitment to serving the public

RESTRICTIONS:
The Title IV-D Attorney is a full-time position without the ability to otherwise engage in the practice of law.

SUPERVISORY RESPONSIBILITIES:
None

WORKING CONDITIONS:
General office and courtroom environment. Can be stressful due to emotional and upset clients.
INSTRUCTIONS
All interested candidates should submit a letter of interest, resume, and references to Lycoming County Deputy Director Greta Davis at GretaDavis@pacses.com or 48 W Third Street Williamsport PA 17701.

NOTE: Prior to appointment, the successful candidate will be required to submit to a criminal background check and a urinalysis screening for use or abuse of drugs or alcohol.

LYCOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER