

JOB POSTING

JOB TITLE: General Counsel

DEPARTMENT: Domestic Relations Section, Lycoming County, Pennsylvania

SUPERVISOR: Chief Domestic Relations Officer

SALARY: \$50,548 plus benefits

HOURS: 37.5 per week (Monday – Friday from 8:30 a.m. to 5:00 p.m.)

DATE POSTED: June 7, 2019

SUMMARY

The Lycoming County Domestic Relations Section (DRS) is the governmental agency tasked with the duties of establishing and disestablishing paternity, establishing and enforcing child support orders, establishing and enforcing spousal support orders, and establishing alimony *pendente lite* orders. General Counsel will lead, maintain, and develop the vision that is consistent with the mission of the Lycoming County DRS.

The Lycoming County DRS consistently ranks number one among 5th class counties in Pennsylvania in its federal performance measures in delivering services to children and families. Lycoming County DRS maintains forward thinking in its approach to case management and program development so that our processes and services remain on the cutting edge. Our General Counsel will serve as an essential component of our team as we advance new and innovative programs, policies, and training to provide fiscal stability and accountability to the families we serve.

This General Counsel will be the first to fill this in-house position for the Lycoming County DRS in our efforts to comply with the provisions of our agency's Cooperative Agreement. As such, the selected candidate will have an opportunity to assist in molding and developing this position as it follows the Cooperative Agreement in 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. General Counsel will also aggressively represent the interests of the client (or DRS when appropriate) before the Court, and perform other duties as assigned.

LYCOMING COUNTY

Lycoming County is the birthplace of Little League Baseball and the home of the Little League World Series. Every August, Williamsport welcomes the world to its community bringing entertainment, vendors, and cultural events to the area. The county seat, Williamsport, boasts many cultural, historical, and recreational opportunities. These include the Pine Creek Rail Trail, the Community Arts Center, Millionaire's Row National Historic District, and Historic Bowman

Field—home to the Williamsport Crosscutters, just to name a few. The County also offers many dining options ranging from regional and national chain restaurants to coffee houses to unique fares offering in-season locally grown options.

SPECIFIC DUTIES

- Prepare detailed court reports for cases scheduled for Court hearings.
- Present all cases to the Court that are scheduled for hearings.
- Advocate for appropriate enforcement remedies including incarceration, if appropriate.
- Maintain necessary training to stay proficient in updates to the law as well as to specific office policies, procedures, and technology.
- Provide competent representation to all required DRS clients and advise all DRS staff as needed regarding their cases.
- 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.
- Perform 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 *preferred*. Candidates who are actively pursuing admission to the Pennsylvania Bar or who are sitting for the July 2019 bar examination may be considered. Those candidates who are not fully qualified (not admitted to practice before Pennsylvania Courts) would, however, enter the position at a reduced salary until such time as they become fully qualified.
- 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.
- Preferred minimum of 2 years of experience in legal practice.
- Ability to communicate clearly and concisely in both written and oral communications.
- 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, such as 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

SUPERVISORY RESPONSIBILITIES

None

EXPECTED HOURS OF WORK

This is a full-time position. Days of work are Monday through Friday with typical hours of 8:30 am – 5:00 pm. Evening and/or weekend work will rarely be necessary. Such may only be necessary should appellate or unusual legal research issues arise.

WORKING CONDITIONS

This position operates in professional office and courtroom environments. The counsel role routinely uses standard office equipment including computers, phones, and multifunction printers. General Counsel will interact with clients who are parties to a domestic relations case. As such, they can be very emotionally attached to their cases. General Counsel will, therefore, at times encounter parties who are emotionally charged and driven.

TRAVEL

Travel will not be required unless training is offered off-site or argument is required before either the Superior or Supreme Courts.

BENEFITS (including, but not limited to)

- Paid time off (pooled leave and long-term sick leave)
- 11 paid holidays
- Medical insurance
- Dental insurance
- Vision insurance
- Life insurance
- Defined benefit retirement plan
- Public service loan forgiveness program
- Credit union membership

INSTRUCTIONS

All interested candidates should submit a letter of interest, resume, and references to Lycoming County Deputy Director Greta Davis at GretaDavis@pases.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