

## SNYDER/ UNION COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:           LAW CLERK / CUSTODY HEARING OFFICER**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform legal research and writing in varied areas of civil and criminal law to assist and advise the Judge in deciding legal issues for civil and criminal litigation.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Reviews court documents and analyzes legal disputes; evaluates evidence; makes recommendations and renders decisions as appropriate.

Researches and compiles information regarding local, state and federal laws and ordinances, case law, judicial opinions, mandates and other sources; analyzes and interprets research; makes recommendations to assist Judge in making informed rulings.

Prepares legal memoranda, legal opinions and orders, correspondence, court opinions, reports regarding distribution of marital assets and alimony awards, and master reports; submits to Judge for review and approval.

Schedules pre-trial conferences and master hearings; notifies parties involved of date, time and location of conferences and hearings; presides over conferences and hearings; renders decisions; maintains related documentation.

Determines who should receive correspondence, reports, notices and other materials for cases.

Receives and reviews various court documents, legal websites, legal treatises, statutes, regulations, codes ordinances, and other reference materials, or other documentation.

Communicates with Judges, other Court employees, attorneys, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Operates a personal computer, general office equipment or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software (CPCMS, DataOne and LexisNexis).

**Custody Hearing Officer:** Reviews all divorce complaints and custody filings for compliance with Rules of Procedure. Specifically, reviews any filing alleging an emergency basis for relief; prepares proposed orders on filings; holds emergency conferences; tracks cases sent through mediation process. Prepares for and attends custody conferences pursuant to Pa.R.C.P 1915.4-3. Prepares timely proposed orders following custody conferences, including next steps for the custody matter. Maintains a log of custody conference outcomes; confirms CYS involvement in any custody matter listed for trial. Arranges CYS testimony at trial if requested by the Judge; keeping informed in changes in the law regarding custody and attends conferences regarding the same; Assists the Court Administrator with local rule updates regarding custody to maintain forms and county websites.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Juris Doctor degree; supplemented by two (2) year(s) of legal experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Pennsylvania Attorney's License.