



Children & Youth Solicitor

Salary Range:

\$80,000 - \$87,000

Department:

Jefferson County

Location:

Brookville, Pennsylvania

Posting Date:

1/11/2024

Description

To serve the public in a fast-paced environment that encourages and rewards teamwork, creative thinking, and sound judgment. To provide legal advice to and representation of Jefferson County's Children and Youth Social Services Agency, including performing and supervising the Agency's and its employees' legal representation in court matters.

Typical Duties

- Acts on behalf of the Agency Administrator as needed.
- Provides legal counsel for and advice to the Agency in a timely manner.
- Develops and maintains an expertise in Child Welfare Law.
- Independently handles the commencement, litigation, and defense of actions on behalf of the Agency.
- Supervises and assigns legal support staff to facilitate the legal representation of the Agency staff.
- Oversees the preparation of Agency employees for testimony in court, including but not limited to Dependency Court, Family Court, Juvenile Court, and administrative hearings.
- Supervises outcome determinations in consultation with the Agency and ensures legal coverage for Administrative appeals.
- Develops and provides legal training to Agency employees as requested by the Agency.
- Consults on privacy matters, contracts, and non-litigation Agency-related matters when requested by the Administrator and/or the Deputy Administrator.
- Operates as needed computers, fax machines, copiers, postage machines, and other office equipment.
- Attends meetings and training sessions as necessary.
- Performs other job-related duties as required.

Minimum Qualifications

- Juris Doctorate Degree, currently and continually licensed to practice law before the Pennsylvania Supreme Court.
- Five years of legal experience required.
- Valid Pennsylvania State Police, FBI, and Childline background clearances are required.

Additional Qualifications/Preferences

- Must possess excellent oral and written advocacy skills.
- Must be flexible to function independently and efficiently with the general public, government officials, staff, and others.
- Must maintain personal integrity.

Jefferson County Courthouse

[155 Main Street](#)

Brookville PA 15825

How to Apply

- If interested, please email a resume to the address below or stop by 155 Main Street to fill out an application.

Lexi Rogus

Human Resources Director

Jefferson County

155 Main Street, 2nd Floor

Brookville, PA 15825

arogus@jeffersoncountypa.com

Jefferson County is an equal opportunity employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics, or any other category protected under applicable law.

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