

Supervising Staff Attorney /Attorney III

Starting Salary Range:	\$89,501.10 Annually
Department:	Chester County Court of Common Pleas/ Domestic Relations Section
Location:	201 W. Market Street, Suite 3400, West Chester, PA 19380
Posting Date:	09/06/2024

Description

The Supervising Staff Attorney/ Attorney III supervises the legal unit of the Domestic Relations Office and provides representation in Hearings and Court. The unit is primarily composed of two IVD Staff Attorneys who also provide representation to Plaintiffs seeking child support.

This position does have a hybrid remote option.

Typical Duties

- Supervise and direct activities of the Legal Unit.
- Evaluate performance, record time and other logistics for direct reports.
- Mentor, assist and provide training as needed.
- Ensure activities adhere to the Cooperative Agreement.
- Provide representation to Plaintiffs at Support, Contempt Hearings, as well as Paternity Matters when IVD Counsel is required.
- Provide representation in registration of out of county and or out of state support obligations.
- Review Preliminary Objections, Motions, and Petitions and any related proceedings.
- Research legal issues raised on DRS filings and cases.
- Reviews Motions to Compel for Family Court and the Domestic Relations Office.
- Answer procedural questions from attorneys.
- Advise director of all changes in the law regarding Civil Procedure.
- Assist in directing changes to policy and procedures in the DRS related to changes in the law.
- Produce statistical reports, spread sheets, and charts for the Director.
- May present at the DRAP Annual Training Conference and other events.
- Supervise Paternity functions in the DRS.
- Aid DRS staff when requested.
- Perform other duties, tasks and special projects as assigned.

Minimum Qualifications

- Juris Doctorate from and accredited law school.
- Five years of job-related experience.
- Member of the Pennsylvania Bar Association.
- Strong knowledge of the law (statutes, case law, rules, and regulations)
- Excellent research, writing and communication skills.
- Must be self-motivated and able to work without supervision.

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- Twelve hours of continuing legal education is required annually.
- A valid driver's license is required.

Additional Qualifications/Preferences

- Master's degree in criminal justice.
- Five years of experience as a civil litigator in Chester County Court of Common Pleas
- Prior management or supervisory experience.
- Exhibits objectivity and openness to others' views.
- Strong interpersonal skills.
- Exhibits sound and accurate judgement.
- Accurate and detail oriented.
- Excellent time management skills.
- Intermediate skills to use a computer and various software packages.
- Ability to work independently and proceed with objectives
- Ability to make firm unbiased decisions.

How to Apply

- The Human Resources tab on the Chester County website: <https://www.chesco.org/>
- <https://www.governmentjobs.com/careers/chesco/jobs/4628461/supervising-staff-attorney>

Relevant background checks, clearances, physicals, drug tests and any other assessments or evaluations will be conducted after and offer of employment has been given per County policy.

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