

# Family Court Legal Specialist

[https://www.governmentjobs.com/careers/chesco?department\[0\]=Court%20Administration&sort=PostingDate%7CDescending](https://www.governmentjobs.com/careers/chesco?department[0]=Court%20Administration&sort=PostingDate%7CDescending)

**Salary: \$71,121.96 Annually, Full Time, Exempt**

**Location: Justice Center - West Chester, PA**

**Weekly Hours: 8:30am-4:30pm (35 hours)**

## Summary

The Family Court Legal Specialist is responsible for performing legal assignments and monitoring for compliance with state and local Family Court Rules. This includes reviewing various filings and scheduling proceedings as needed (divorce reviews, motions, pleadings, etc.) in the Family Court Division. This position also provides administrative support to the Family Court Judges, the Family Court Administrator and the Hearing Officers.

## Essential Duties

- Coordinate efforts with the Family Court Administrator to prepare and manage Family Court hearing schedules, trial lists, complex support lists, etc.
- Coordinate the processing of PFA filings, in conjunction with the PFA staff and Family Court Administrator as needed.
- Responsible for the procedural review and scheduling of Family Court filings that include, but are not limited to:
  1. Pleadings and document review
  2. Divorce review, remand and final decree recommendations and preparation for court involving complex legal issues
  3. Rule review and recommendations
- Develop and implement case flow management systems, monitor case flow and suggest ways of improving case flow procedures in Family Court.
- Provide administrative support and recommendations to judges regarding Family Court matters.
- Participate in preparing and teaching CLE classes with the Bar Association regarding Family Court practices, procedures and substantive rule/law changes.
- Assess and troubleshoot problems and concerns.
- Handle clerical duties as necessary.
- Maintain and update lists and database files.
- Assist the Family Court Administrator with the filing of required statistical reports.
- Cross train in specific functions of the Family Court Administrator to assist when necessary and process job responsibilities in her absence.
- Serve as liaison between the court and the legal community.
- Schedule and attend meetings with Family Court Judges and Hearing Officers to make recommendations and update court procedures.

- Attend educational conferences, classes, meetings and professional functions to learn new skills as well as to provide training to others and to represent the court in a professional manner.

### **Qualifications/Preferred Skills, Knowledge & Experience**

- Juris Doctorate with a current license to practice law in Pennsylvania.
- One year of job-related experience, strongest preference for government roles.
- Family Law/Court experience and/or Court Administration experience.
- Ability to review pleadings and make legal decisions or recommendations to the court.
- Accurate and detail oriented with excellent verbal and written communication skills.
- Excellent time management and organizational skills.
- Knowledge and skill with modern office equipment.
- Ability to work independently or as part of a team and proceed with objectives.
- Familiarity with Pennsylvania Domestic Relations Law, State and Local Rules of Civil Procedure.

### **Preferred Skills, Knowledge & Experience:**

Additional post-secondary, graduate, or doctoral education including certificates.

- Two or more years of job-related experience.
- Family Law/Court experience and/or Court Administration experience
- Active membership in local Bar Association
- Administrative experience

### **Additional Information**

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

**Employer**

**Phone 610-344-6000**

**County of Chester**

**313 W Market St**

**Suite 4302**

**West Chester, Pennsylvania, 19380**

### **APPLY ON Website**

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