

SEEKING FULL-TIME JUVENILE HEARING OFFICER (ATTORNEY IV)
COURT OF COMMON PLEAS OF LEHIGH COUNTY

Position Description: Working under the general guidance and direction of the Administrative Judge of the Juvenile Division, the Administrative Judge of Juvenile Dependency and the District Court Administrator, a Juvenile Hearing Officer presides over court proceedings in juvenile delinquency and juvenile dependency matters and generates findings and recommendations to the respective Administrative Judges.

Position Duties and Responsibilities:

- Review pleadings, expert reports, discovery materials, court files, and other juvenile related documentation.
- Prepare for and conduct pre-adjudication, adjudication, and disposition hearings.
- Draft findings, recommendations, correspondences, and related documents.
- Perform legal research.
- Communicate with judges, lawyers, OCYS, providers, and court staff as necessary.

Requirements and Qualifications:

- Juris Doctor (JD) from an accredited law school.
- Member of Pennsylvania Bar
- Licensed to practice law for at least five (5) consecutive years and completed six (6) hours of Continuing Legal Education in various areas of juvenile delinquency and dependency law.
- Criminal background check and Child Line check.
- Prior experience in juvenile delinquency and dependency cases.
- Strong written and verbal skills.
- Accurate and precise attention to detail.
- Ability to be courteous and patient and display proper judicial temperament.

Salary Range: \$100,544 - \$131,195

Interested candidates should send a cover letter and resume to District Court Administrator Kerry Turtzo via e-mail at kerryturtzo@lehighcounty.org.