

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

BULLETIN 52

POST DATE: March 27, 2023

APPLICATION DEADLINE DATE: Until Filled

*Applications to be filed with Human Resources Department – County Administration Building
by mail: Carbon County Human Resources, PO Box 129, Jim Thorpe, PA 18229, or
email: carbonhr@carboncounty.net or
fax: 570-325-9492*

POSITION: Solicitor

DEPARTMENT: Children & Youth

RATE OF PAY: \$69,525.00 per annum

HOURS WORKED: 8:30 a.m. – 4:30 p.m. (7 ½ hour day)
Monday through Friday

BENEFITS: Highmark BC/BS, Vision, Delta Dental and Life Insurance. (First of the month following sixty (60) calendar days)
County Retirement Plan. Aflac, optional.
Paid time off – Holiday from start. Vacation, Sick, Personal (after completion of six (6) month Initial Employment Period)

OVERALL OBJECTIVE OF JOB: To Work closely with Carbon County Solicitor, Carbon County Commissioners, the Administrator of Carbon County Children and Youth Services, Carbon County caseworkers/case managers and supervisors. The Agency solicitor is responsible to provide and/or supervise a full range of legal services relating to the Pennsylvania's County Code, Child Protective Services Law, Right to Know Law and Ethics Act.

The Agency solicitor is to assist the Agency in all matters that relate directly or indirectly with dependency matters. The position will advise the Agency with respect to decisions regarding actions on dependency aspects of child welfare in which the Agency is ordered to take custody of children; support communication with the Carbon County Juvenile Court; act as a liaison with the Court, other attorneys, casework staff, Agency administration and any other legal departments. This position will also support the abuse/neglect dependency caseload. The position will support the Agency in regards to shared case management of delinquency matters. The Agency solicitor will support the Agency's achievement of CFSR standards and service delivery that focuses on safety, permanency and well-being for the families served by the Agency.

The Agency solicitor is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The Agency solicitor will adhere to the Agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.

The Agency solicitor has responsibility for rendering legal advice to the county Agency, directs the preparation of contracts, leases, deed and other documents; leads in or conducts research in rendering legal opinions, preparing materials for proposed legislation, and formulating rules and regulations.

The Agency solicitor is responsible for overseeing and assigning work to paralegals employed within the Agency.

QUALIFICATIONS:

Education/Training: Two years of progressively responsible experience in professional legal work and graduation from an approved school of law; or any equivalent combination of experience and training. Possession of a certificate of admission to the Bar of Supreme Court of Pennsylvania; or eligibility for a certificate of admission to the Bar of the Supreme Court of Pennsylvania; or possession of a certification of admission to the Bar of the highest court of another state, with preparatory steps taken to become a member of the Bar of the Supreme Court of Pennsylvania.

ESSENTIAL FUNCTIONS OF JOB:

1. Reviews averments, petitions for modification of movements, termination of parental rights, petitions, and miscellaneous motions.
2. Meets with caseworkers and answers questions from caseworkers as case moves through the system.
3. Presides over shelter care hearings, adjudication and disposition hearings, review hearings and termination of parental rights hearings.
4. Prepares Agency staff for testimony in all court proceedings.
5. Prepare and presents requests made by the Agency to the Court.
6. Review and approve redacted family files when requests are received.
7. Prepare and file briefs for appeals filed with the Superior Court.
8. Handle Children and Youth Childline and Kinship appeal cases including corresponding with the Bureau of Hearings and Appeals on hearings, Answer and discuss cases/investigations with caseworkers, file unified statements, participate in prehearing conferences, and prep and present the Agency's case at hearings.
9. Works closely with and directs the work of paralegals.

BULLETIN 52**POSITION:** Solicitor (Children & Youth)

Page 2

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language and to follow oral and written instructions.
2. Must possess effective communication and interpersonal skills.
3. Must possess initiative and problem-solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
5. Ability to interpret and apply laws, regulations, ordinances and policies.
6. Ability to communicate effectively both orally and in writing.
7. Ability to establish and maintain effective working relationships.
8. Ability to provide leadership to the County on legal affairs, including working effectively with the County Solicitor, Board of Commissioners, other County officials and employees, other elected officials, the public, and the media.
9. Knowledge of local, state and federal laws and regulations affecting the County.
10. Specific knowledge of Pennsylvania's County Code, Child Protective Services Law, Sunshine Act, Right to Know Law and Ethics Act.
11. Knowledge and ability to review, negotiate and draft contracts.
12. Knowledge and ability in the area of child welfare law.
13. Knowledge and ability in legal advocacy, including mediation, arbitration, litigation, administrative proceedings and appellate practice.

WORKING CONDITIONS:

1. Works indoors in adequate work space, lighting, temperatures, and ventilation.
2. Works with average exposure to noise, but subject to frequent stress and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Periodically works beyond normal work hours or works on-call on an as-needed basis.
5. Travels periodically during all seasons and is exposed to outdoor elements, including snow and icy roadways.

PHYSICAL/MENTAL REQUIREMENTS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching, as necessary to carry out job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds and occasionally requires lifting child or objects weighing about 30 to 40 lbs.
5. Must demonstrate emotional stability.
6. Must be able to cope with the physical and mental stress of the position.
7. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
8. Must be able to pay close attention to details and concentrate on work.

EQUAL OPPORTUNITY EMPLOYER