



**COURT OF COMMON PLEAS OF LEHIGH COUNTY
THIRTY FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
DOMESTIC RELATIONS SECTION
455 WEST HAMILTON STREET, ROOM 320
ALLENTOWN, PENNSYLVANIA 18101-1614**

Raymond T. Stabinsky, Director
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SUMMARY

The Domestic Relations Section (DRS) is a division of the Court of Common Pleas of Lehigh County that is responsible for the establishment and enforcement of child support orders under the federal Title IV-D child support enforcement program. The DRS has 62 full-time dedicated staff whose primary mission is to enhance the lives of children and families by ensuring both parents provide the necessary financial support to their children. The DRS has over 8,400 active support cases in Lehigh County and collects over \$45 million dollars annually in child support payments.

POSITION TITLE: Attorney II (IV-D Attorney)
STARTING SALARY: \$82,472

CLASS/GRADE: 0452/26

POSITION DESCRIPTION

This is a specialized professional position that provides Title IV-D legal services for the Domestic Relations Section as mandated by the Title IV-D Cooperative Agreement pursuant to 23 Pa. C.S. 4306. A position in this class reports directly to the Deputy Director.

POSITION DUTIES AND RESPONSIBILITIES

- Provides routine representation in paternity establishment actions, including cases involving issues related to the presumption of paternity and/or estoppel, pursuant to PA R.C.P 1930.6.
- Provides routine representation at hearings in the establishment of support orders whenever the Pennsylvania Department of Human Services (DHS) is involved and their interests may be jeopardized, including cases in which the child(ren) are recipients of TANF benefits, when the child(ren) are in the care and custody of the Lehigh County Office of Children and Youth Services (OCYS) or the Lehigh County Juvenile Probation Office (JPO), or when the plaintiff filed the support action under the Uniform Interstate Family Support Act (UIFSA) or the Intrastate Family Support Act (IFSA).
- Provides routine representation at hearings whenever the exhaustion of all other routine enforcement remedies have failed, and in accordance with 45 CFR 303.6 and 303.20(f).
- Evaluates cases to determine what actions should be initiated, including the filing of liens against monetary awards, and the freeze and seize of financial assets through the Financial Institution Data Match (FIDM) and Thrift Savings Plan (TSP) enforcement remedies. Addresses defendant contests regarding FIDM, TSP, State Tax Refund Offset (STROP), Federal Tax Refund Offset (FTROP), credit bureau reporting, and passport denial; reviews support cases when the defendant files for bankruptcy protection.
- Provides routine representation in appellate court proceedings when appropriate.
- Responds to Motions filed when the DHS or DRS is a party of interest.

- Acts as a liaison with the Administrative Office of Pennsylvania Courts (AOPC) and the Lehigh County Department of Law whenever the DRS is a party of interest.
- Serves as a member of the DRS management team to offer a legal perspective on the administration of the DRS and the child support enforcement program.
- Consults with the Director on legal matters regarding personnel and management level issues.
- Provides guidance to the DRS docketing unit when complex legal filings are received.
- Conducts training for new and current Domestic Relations Officers (I, II) on the legal aspects of the child support enforcement program.
- Attends training sessions, workshops and seminars as directed; collects data and prepares reports as directed; makes presentations to staff, the court, and the public as directed.
- Performs related work as required.

REQUIREMENTS AND QUALIFICATIONS

- Education equivalent to completion of a juris doctorate from an accredited law school.
- Licensed to practice law within the Commonwealth of Pennsylvania and in good standing with the Supreme Court of Pennsylvania. Experienced practitioner with an emphasis on family law litigation is preferred.
- Thorough knowledge of federal and state statutes and rules, and administrative regulations governing the federal Title IV-D child support enforcement program.
- Excellent communication skills, including the ability to express ideas clearly and accurately to clients, members of the judiciary, co-workers, representatives of other agencies, and the public.
- Negotiating and decision-making skills.
- Ability to gather and analyze data, and make sound conclusions.
- Ability to work effectively with DRS staff and members of the judiciary.
- Ability to work independently with minimal supervision.

TO APPLY

Interested candidates must submit online a completed county application, resume, and cover letter to the Office of Human Resources by visiting www.lehighcounty.org for consideration. The Domestic Relations Section will directly contact those applicants that they are interested in as potential candidates for the position.