

COUNTY OF ADAMS JOB DESCRIPTION

Job Title: Assistant Solicitor, Children & Youth **PAY GRADE:** M10
Department: Solicitor **FLSA:** Exempt
Date: 12.16.2024

Mission of the Department: It is the mission of the department to provide responsive and effective legal services in support of the policy and operational goals of the Board of Commissioners.

Purpose: As the Children and Youth Solicitor, you will be a vital legal advocate for the agency, ensuring legal compliance with federal and state statutes and regulations, county and agency policies and procedures, and will represent the best interests of children and families involved in the child welfare system.

Primary Function: This role involves providing legal counsel to the agency, representing the agency in juvenile and orphan's court proceedings, and collaborating with internal and external stakeholders to further the agency's mission.

Reports to: County Solicitor/Children and Youth Administrator

Location and Job Environment: 525 Boyds School Road, Gettysburg, PA 17325

This position will have a private office space located in the Children and Youth Department in the Human Services Building. Remote work is available on occasion, but the majority of the work will be conducted in person on location.

Responsibilities:

1. Legal Representation:

- Represent the agency in all legal matters related to child welfare, including dependency proceedings and termination of parental rights cases.
- Prepare and present cases in Adams County Juvenile Court and Adams County Orphans Court.
- Manage a caseload of child welfare cases, including conducting legal research, preparing legal documents, and representing clients in court hearings.
- Advise agency administrator and senior management staff on the development of best practices for the agency.

2. Training and Compliance:

- Stay abreast of changes in child protection laws and regulations to ensure legal compliance.
- Attend relevant trainings.
- Advise the agency on statutory and regulatory compliance changes and conduct training opportunities for staff.

3. Supervision and Coordination

- Supervise all Children & Youth contracted legal staff, including paralegals and attorneys.
- Coordinate Right to Know Law requests with the Adams County Solicitor's Office.

- Work with the Pennsylvania Department of Human Services, Bureau of Hearings and Appeals for all appeal matters.
 - Collaborate with the Adams County Multidisciplinary Investigative Team (MDIT) to ensure coordinated efforts in child protection.
 - Prepare staff for court appearances by providing comprehensive briefings, organizing case related documents, and conducting mock scenarios to enhance courtroom confidence.
4. **Contract Review:**
- Review and edit agency contracts, and update contract templates, at the direction of the County Solicitor.
5. **Document Management:**
- Review document production requests directed at the department, file objections, or motions to quash when necessary, and ensure compliance with legal requirements.
 - Maintain accurate and up-to-date case records, legal documents, and correspondence related to child welfare cases.
 - Coordinate all Agency Right to Know Law requests with the Adams County Solicitor's Office.

Materials and Equipment Used

1. Modern office equipment, Microsoft Office Suite, and various software programs
2. Cellphone
3. County or personal vehicle

Qualifications

1. Graduation from an accredited school of law (Juris Doctorate (J.D.) and admission to the Bar of the Supreme Court of Pennsylvania; continued employment is conditional upon the maintaining in good standing of said bar admission and,
2. Completion of a Children's Advocacy Clinic (CAC) while as a law student or,
3. Minimum of two (2) to five (5) years of legal experience in Pennsylvania child welfare law, family law, or related legal fields

Knowledge, Skills, and Abilities

1. Strong knowledge of relevant federal and state laws governing child welfare.
2. Excellent courtroom advocacy and legal research skills.
3. Ability to communicate complex legal issues to non-legal professionals.

Physical Requirements

1. Sit for extended periods of time.
2. Move around as needed.
3. Reach, grasp, keyboard, speak, listen, and write.
4. Lift up to 10 pounds occasionally.

This job description is not an exhaustive or complete list of position responsibilities. It may be amended at any time at the sole discretion of the County of Adams.

JOB DESCRIPTION ACKNOWLEDGEMENT

I have received a copy of this job description for my position.

Signature

Date