

**POSITION ANNOUNCEMENT  
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
EQUAL OPPORTUNITY EMPLOYER**

**POSITION: Custody/Support Master  
(Child Custody and Support Hearing Officer)  
Domestic Relations Branch, Family Court**

**(Open to promotion, transfers and new applicants)**

**SALARY: \$66,005 - \$73,475 (G29)**

**REQUIREMENTS**

1. Minimum of five (5) consecutive years as a licensed attorney and ongoing membership in good standing of the Bar of the Supreme Court of the Commonwealth of Pennsylvania for the duration of employment as a Custody and Support Master.
2. Current and ongoing compliance with Continuing Legal Education (CLE) requirements mandated by the Pennsylvania Supreme Court, as well as any and all other continuing educational requirements applicable to the position of Custody and Support Master.
3. Minimum of five (5) years of experience with an active law practice including the field of domestic relations law, or as a judicial law clerk to a Family Court Judge or a court employed attorney in the Domestic Relations Branch;
4. After meeting minimum application standards by a panel review, must complete an evaluation and interview process.
5. City residency required within six (6) months of satisfactory completion of an orientation period.
6. Ability to perform essential functions of the position.

**GENERAL DEFINITION**

This is an at-will position with assignment under the direction of the Administrative Judge of Family Court, supervising attorney(s), and other administrative superiors. This is highly professional legal work serving in the capacity of a Master with the Domestic Relations Branch of Family Court, specifically to hear Child Support and Child Custody matters. The work is performed in a quasi-judicial setting and involves conducting formal conferences and hearings between parties, both married and non-married, some of whom are represented by attorneys. These proceedings are conducted in accordance with the requirements of the Pennsylvania Rules of Civil Procedures governing custody and support, and other applicable law.\

**ESSENTIAL FUNCTIONS**

***The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive, other duties may be required and assigned.***

- Conduct conferences and hearings involving parties engaged in Child Support and Custody litigation
- Schedules, hears, evaluates and prepares formal recommendations for submission to the Court which require receiving documents and hearing testimony by plaintiff, defendant, and witnesses, as well as arguments by counsel; examining said testimony and the evidence submitted; evaluating the information and filing a report with the Court containing a recommendation pertaining to entry of support and/or custody orders.

Where there are open support matters, may join support matter to custody matter to accept agreement of the parties who wish to concurrently resolve support issues.

### **MARGINAL FUNCTIONS**

Performs related work as required.

### **ENVIRONMENTAL CONDITIONS**

Standard office conditions.

Direct contact with diverse court clientele.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

- Thorough knowledge of the Pennsylvania Rules of Civil Procedure governing actions for Child Support and Custody.
- Thorough knowledge of statutory and case law relating to Child Custody and Child Support.
- Thorough knowledge of the proper conduct of hearings held in accordance with Pennsylvania laws.
- Thorough knowledge of the preparation of legal documents and court orders.
- Ability to exercise judgment and discretion in applying law to factual situations and support recommendations made by appropriate legal authority.
- Ability to fairly and objectively rule on a multitude of cases that involve highly emotional issues.
- Ability to present ideas effectively, both orally and in writing.

**The First Judicial District of Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.**