The Court of Common Pleas of Lehigh County
Career Information

The Court of Common Pleas of Lehigh County Hires Talented and Motivated Individuals to Help Serve the Public in Diverse Career Paths in the Offices of the Court.

Benefits, Compensation, and Personal Rewards

- Competitive Compensation
- Retirement Plan
- Health Insurance & Flexible Spending Accounts for Employee & Family Members
- Paid Time Off & 12 Paid Holidays
- Public Service Student Loan Forgiveness Eligibility
- Tuition Reimbursement Program
- Non-profit, Professional, Public Sector Environment
- Opportunities for Professional Development & Advancement
- Positive Work Environment
- Experienced & Supportive Management
- Work/Life Balance and Predictable Schedule
- **Challenging & Meaningful Work that Makes a Difference**

Courts Employ Individuals with Associate, Bachelor, and Advanced Degrees in Various Majors

CRIMINAL JUSTICE ● PARALEGAL STUDIES ● PRE-LAW ● BUSINESS ● MANAGEMENT ● POLITICAL SCIENCE ● PUBLIC ADMINISTRATION ● HUMAN RESOURCES MANAGEMENT ● PSYCHOLOGY ● SOCIOLOGY ● COMPUTER SCIENCE ● HISTORY ● ENGLISH ● SOCIAL WORK ● JURIS DOCTORATE ● COMMUNICATION ● AND MORE

The Office of the Court Administrator

The Office of the Court Administrator manages the non-judicial functions of the Court under the direction of the President Judge, providing the judges of the Court of Common Pleas additional time for adjudication. Management and administrative staff are responsible for the direction of the departments which fall under Court Administration's authority. Additional functions include jury management, human resources, budgeting, procurement, civil and criminal case flow and processing, interpreting services, facilities management, labor negotiations and public relations.

For more information, call 610-782-3014.

The Lehigh County CASA Program

Lehigh County Court Appointed Special Advocates (CASA) for children are volunteers who are sworn officers of the court. Volunteers are appointed by a judge to ensure that the most vulnerable children in Lehigh County have a voice in court and advocate for their best interests. CASA volunteers come from all walks of life to help ensure that the children in foster care do not get lost in the system. **For further information, please contact CASA@lehighcounty.org**

The Family Court Office

The Family Court Office provides administrative support for the Court in child custody cases, divorce cases and protection orders. Family Court staff manage complicated cases. Children and property rights are often at issue. Staff schedule trials, hearings and conferences, track cases for state reports and case flow management, and assist with intake interviews with self-represented litigants. The Family Court Office staff includes attorney hearing officers who conduct conferences and hearings and assist parties in reaching agreements. Hearing officers draft Court Orders, Trial Memoranda and Reports.

For information, contact the Family Court Administrator at 610-782-3390.

The Office of the Clerk of the Orphans' Court

The name Orphans' Court is an anachronism derived from an era in which those persons who traditionally had no legal "voice" (minor children, widows, orphans, decedents) required an objective entity—the Orphans' Court—to "speak" for them and assure that their rights and interests were protected. Unlike the other divisions of the Court of Common Pleas, many of the matters that come before the Orphans' Court are non-adversarial. The Office of the Clerk of the Orphans' Court Division is a judicial office.

For more information contact WendyParr@lehighcounty.org.

The Magisterial District Courts

There are fourteen (14) magisterial districts in Lehigh County. The Magisterial District Judge for each district is an elected official designated as the judicial authority. Magisterial District Courts are limited jurisdiction courts responsible for summary (minor) traffic and criminal offenses, preliminary stages of more serious criminal offenses, search warrants, landlord/tenant disputes, and civil disputes up to $12,000. Generally, staff assigned to the Magisterial District Court accept filings, collect payments for fines and filing fees, schedule hearings, enter case dispositions and perform all other case actions required by the Pennsylvania Rules of Court. **For additional information contact 610-782-3229.**

Adult Probation Department

The Adult Probation Department supervises offenders 18 years or older who have received a jail sentence of less than two years (parole) or community supervision (probation/ARD). Parole/Probation Officers refer offenders to community agencies based on their risk and needs or court ordered conditions. Officers drug test individuals and have them assessed for a Mental Health diagnosis or Drug/Alcohol dependency. Officers see the offender at their residence, workplace or treatment agencies and enforce conditions of court. Violations of the offender's court order may result in the defendant being detained in jail. Officers testify at a court hearing regarding any lack of compliance. Officers also complete Pre-Sentence Investigations (comprehensive background reports) and submit sentencing recommendations to Judges. Officers also submit parole plans to the courts prior to an offender's release. Probation/Parole Officers must have a Bachelor's Degree and a valid drivers license. **For more information, contact Pamela S. Sheffer at 610-782-3569 or pamelasheffer@lehighcounty.org**

Juvenile Probation Department

The Juvenile Probation Department works with pre-adjudicated and adjudicated youth and families that have been referred to our office. We utilize a balanced approach where we build competencies, reduce the risk to reoffend, restore victims, and protect the community. We do this by utilizing Evidence Based Practices. Our office provides supervision of the youth for the court where we work on Cognitive Behavior Interventions to develop skills to promote long term behavior change. **For information, contact kevinmiller@lehighcounty.org**

The Court Transcription Unit

The Court Transcription Unit employs court reporters and monitors to convert the spoken word into text in the courtroom. Court reporters ensure that an accurate, complete, and secure record of the proceedings is produced. Court reporters may also provide realtime in the courtroom to allow participants to instantaneously read on a screen what is being said. The reporter/monitor also prepares official verbatim transcripts to be used by attorneys, judges, and litigants during appeals. **For more information, contact Elizabeth Rocchino, supervisor of the Lehigh County Court Transcription Unit at 610-782-3300 x7674.**

The Lehigh County Law Library

The Lehigh County Law Library provides the court and community with access to legal resources. As the only public Law Library in Lehigh County, the Law Library provides Self-help material, online and print legal resources to the public. Legal sources necessary for job performance are provided through the Law Library to the Judges, court, and county employees. Library staff also provide website maintenance and document preparation support to the Court. **For information, contact the Law Library Director at 610-782-3385.**

The Domestic Relations Section

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 60 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 8,000 active support cases in Lehigh County and collects over $47 million dollars annually in child support payments.

Call 610-782-3185 for information.

Establishment of Paternity

Location of Absent Non-Custodial Parents

Establishment of Support Orders

Enforcement of Support Orders