

**MASTER IN FAMILY LAW**  
**County of Bucks**

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**EXEMPT:** Yes  
**DEPARTMENT:** Main Courts  
**UPDATE:** 12/2017

**JOB CODE:** 581  
**UNION:** 96

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**SUMMARY:** Reviews for substantive and procedural sufficiency all pleadings, petitions, motions and other applications for relief in action of divorce, annulment or child custody prior to submission to the Court for action by a judge.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Notifies counsel and unrepresented parties of defects and deficiencies in matters submitted for Court action.
- Handles all correspondence and telephone communications relating to proceedings brought as specified above.
- Schedules and conducts conferences in all proceedings and writes a report and recommendations to the Court with respect thereto.
- Schedules and conducts conferences as assigned in all ancillary proceedings brought pursuant to the Divorce Code including equitable distribution; permanent alimony; counsel fees and costs; alimony modifications; and writes a report and recommendation for the Court with respect thereto.
- Schedules and conducts record hearings as assigned pursuant to the Divorce Code regarding grounds in fault divorce, annulment and 3301(d) contests.
- Schedules and conducts conferences as assigned in custody matters including emergency custody petitions, modifications and contempt and initial filings and writes a report and recommendations for the Court with respect thereto.
- Meets and works with the Court Conciliation and Evaluation Services (CCES) in conjunction with custody proceedings.
- Keeps statistical records of filings, hearing, conferences and dispositions of all proceedings and reports the same to the Court Administrator on a monthly basis and submits an annual report to the Court.
- Provides legal research as may be required.
- Works well with co-workers, attorneys and the public in general.
- Assists the Court in preparation of court rules and policies and implementing the same.
- Supervises such staff as may be provided by the Court.
- Performs such other duties as the Court or Court Administrator may require.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Graduate of an accredited law school and a member in good standing of the bar of the Commonwealth of Pennsylvania with demonstrated experience in family law as required.
- The Master is prohibited from engaging in the private practice of law during any period of employment.
- The Master is prohibited from engaging in partisan politics.
- Proficient computer skills.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk; and hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.