



Children's Law Center

## **Court Liaison - Charleston**

(Program Coordinator II)

Children's Law Center, USC Law School, Band 06, Research Grant Position

**Job Duties:** Provide assistance to the family courts and DSS by tracking child protection and TPR cases and expediting the legal processing of these cases in selected counties. Court Liaisons function as a conduit between DSS legal teams and family courts through funding from a DSS contract. Specific duties include completing a file review of legal files in the clerk of courts offices prior to hearings, preparing a review sheet for the court, identifying issues that might cause a delay, attending court hearings, and documenting results in the Child Law Data Tracking System. This position is primarily located in Charleston County, but occasional travel to other counties may be necessary.

**Minimum qualifications:** Master's degree and one year of related program experience, or a bachelor's degree and three years of related experience. Experience must include work in child protection court hearings. Must have a working knowledge of state and federal laws related to child welfare and familiarity with DSS policy and procedures. Excellent organizational and communication skills are essential. Must be able to establish effective working relationships with judges, lawyers, court personnel, including clerks of court and their staff, and agency staff. Must have technological skills sufficient to enter case history information into a data tracking system.

**Preferred qualifications:** Experience in the South Carolina family court system. Degree in related field.

**To apply:** Submit an online application as required by USC. You may access USC Jobs Online Employment site at <https://uscjobs.sc.edu/postings/123083>.

In addition to completing the online application, attach a cover letter describing your interest in this position and summarizing your qualifications. A resume and list of references are optional.

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