Court Liaison Floater (Temporary)
(Program Coordinator II)

Children’s Law Center, USC Law School, Band 06, part-time, temporary position (approximately 16 hours per week). The rate of pay is $25 per hour and this position does not include benefits.

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. The Floater provides assistance throughout the state to cover extra hearings, to fill in when the designated court liaison is absent, or when additional support is needed. 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.

Minimum qualifications: Bachelor’s degree in a related field and one year of related program experience, which must include experience in child protection hearings.

Preferred qualifications: Three years of experience in child protection hearings.

To apply: Submit an online application as required by USC. You may access USC Jobs Online Employment site at https://uscjobs.sc.edu/postings/102284.

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

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