

PLEASE POST

NOTICE OF VACANCY TO BE FILLED

DATE: August 27, 2026

DEPARTMENT: Judicial – Court of Common Pleas – Domestic Relations

POSITION/CLASSIFICATION: Custody Conciliator/Family Court Solicitor

STATUS: Full-Time

SALARY: Pay Grade 11 – salary range : (\$65,714.16 - \$91,999.83)

(ANNUAL INCREASE BASED UPON SALARY BOARD ACTION MAY APPLY)

NORMAL WORK WEEK: Monday-Friday, 8:30 a.m. to 4:30 p.m.

QUALIFICATIONS:

This is a Court appointed, professional position which reports directly to the Family Court Administrator. Candidates must possess a Juris Doctor degree, possess a valid Pennsylvania attorney license, and must have further training in mediation. Additionally, employees of the Court of Common Pleas must adhere to the Pennsylvania Supreme Court's Code of Conduct for Employees of the Unified Judicial System.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assume the role and responsibilities of the Custody Conciliator as promulgated by law.
- Supervise the custody and protection order sections of Family Court.
- Serve as the Family Court Solicitor by providing legal services/advice to the Family Court Administrator.

A complete list of essential duties and responsibilities of this position are printed on the official job description. A copy of that job description may be obtained by contacting Candace Graff, District Court Administrator, in the office of the Butler County Court Administration.

Appointment to this position will be made by the President Judge following review and interview of applicants.

Individuals interested in applying for this position must submit the following:

- letter of interest
- Butler County job application (accessible at <https://www.butlercountypa.gov/DocumentCenter/View/967/Job-Application-PDF>)
- brief resume to:

Candace Graff
District Court Administrator
Butler County Courthouse
PO Box 1208
Butler, PA 16003
cgraff@co.butler.pa.us

Court Administrator



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