



Magisterial District Court Office Manager

Starting Salary Range:

\$21.57/hr.

Department:

Court Administration

Location:

20 Wayne Avenue, Suite 2, Hanover, PA 17331 (York County)

Posting Date:

03/06/2024

Description

Responsible for overseeing the efficient operation of Administrative Office of Pennsylvania Courts policies and procedures at the District Court level to the public sector in areas of criminal, civil, motor vehicle matters and Pennsylvania Supreme Court rules.

Typical Duties

- Exercise responsible independent judgment in monitoring the case flow of the office by running and reviewing reports from MDJS accurately recording and issuing warrants, subpoenas, hearing notices, continuances, summary convictions, suspension orders, court-ordered payment agreements and other documents. Ability to recognize possible errors in complaint form/citations, etc., bringing to attention of the Magisterial District Judge.
- Receive payments, issue, and maintain proper records of all receipts by computer entry. Balance daily money receipts for bank deposits or delegate.
- Bookkeeping duties including processing monthly reports, disbursing monies to State, County and Municipal offices; disbursement of restitution and refunds; issue payments to constables, etc.
- Coordinate and schedule arraignments, preliminary hearings and trials involving the Magisterial District Judge, police departments, the District Attorney, the Public Defender, private attorneys, and all others involved in a case.
- Understanding of and ability to apply Pennsylvania Crimes Code, Vehicle Code, Civil Procedures, Criminal Procedures, Landlord/Tenant Act as required.
- Processes incoming and outgoing Central Booking work and Bail Agency work.
- Interact, correspond, and communicate effectively and professionally with the public and various other agencies to include: AOPC, police departments, municipal offices, prisons, emergency centers, attorneys' offices, District Attorney's Office, Public Defender's Office, Clerk of Courts, Prothonotary, Sheriff's Office, Court Administrator's Office, other County offices, Adult and Juvenile Probation, PennDOT, bail bondsmen and media.
- Interviews support staff job applicants; trains and guides all employees; prepares performance evaluations; handles employee problems; documents employee actions in accordance with County and Court Disciplinary procedures.
- Liaison between Magisterial District Judge and staff; act as Administrative Assistant to Magisterial District Judge; processing or originating correspondence; provides back-up to staff in the resolution of problems involving the public or other agencies.
- Makes bank deposits or delegates responsibility for same.
- Oversees all aspects of office operation, delegate responsibilities for operation of office in absence of Magisterial District Judge and contacting nearest available Magisterial District Judge when necessary.
- Supervises Magisterial District Judge clerks.
- Miscellaneous other duties such as: requisition and pick up supplies, postage machine inspection, and other necessary errands as assigned.
- Attends training and meetings on behalf of office.
- Prepares old cases for archives and destruction.
- All other duties as assigned.

York County Judicial Center, 45 North George Street, York, Pennsylvania 17401

Qualifications

- High School diploma or equivalent.
- Valid Pennsylvania Driver's License.
- Clear criminal background investigation.
- Proficiency in typing or word processing, computer, data entry.
- Working knowledge, performance, and operation of office equipment, including an in-depth working knowledge of the Administrative Office of Pennsylvania Courts (AOPC) computer system and ability to troubleshoot same.
- Organizational skill; attention to detail; accurate records maintenance.
- Communication and inter-personal skills to effectually interact with co-workers and public in a cordial and professional manner.
- Recognition that this position requires efficiency, reliability, flexibility, confidentiality, honesty, loyalty, and dedication to all tasks at hand and to the integrity of the Magisterial District Judge and court system.
- Ability to oversee and monitor support staff employees to insure efficient operation of the Magisterial District Judge Office.
- Must adhere to Court and/or County policies and procedures.
- Must possess the ability and the resources to work remotely, if deemed necessary and job duties permit.

How to Apply

- Submit your resume to Billa R. Jamison, Deputy Court Administrator, Human Resources
- BRJamison@YorkCountyPA.gov