

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

23 DEPUTY COURT ADMINISTRATOR - COURTS
35 hrs./wk. - \$50,154.20/yr

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept this position you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) & Child Abuse History (<https://www.compass.state.pa.us/cwis/public/home>) at your cost prior to your hire date as a condition of employment.

POSTED: 2/9/2022

REMOVE: 2/16/2022

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: DEPUTY COURT ADMINISTRATOR
REPORTS TO: DISTRICT COURT ADMINISTRATOR

PURPOSE OF CLASSIFICATION

This position is a part of the executive court administration team and primarily serves as the liaison for the Magisterial District Courts to the President Judge and District Court Administrator. Responsibilities include providing all procedural, operational, supervisory, budgetary and similar direction for the county's nine (9) MDJs and staff of each office by developing, implementing and directing policies, procedures and guidelines for the minor judiciary. Responsibilities extend to general oversight of all court operations, including the Common Pleas level, as directed by the District Court Administrator. This position reports to and receives general supervision from the District Court Administrator.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Oversight of court operations in the Magisterial District Courts and other departments designated by the District Court Administrator. Operational oversight may include understanding caseflow management, data collection and analysis, managing calendar control, managing Right to Know requests, strategic planning efforts and maintaining and improving operational efficiencies.

Fiscal management and budgeting responsibilities, including purchasing authority for Magisterial District Courts and other departments designated by the District Court Administrator, annual budget creation, including for each District Court individually and all Magisterial District Courts on the whole analysis and defense for same. Works in consultation with the District Court Administrator to develop the Court's annual budget using data analysis. This may include understanding personnel and equipment requirements for operational needs. Includes lease recommendations and assistance with negotiations and property management for each Magisterial District Court.

Assists in collaboration and coordination with the Administrative Office of Pennsylvania Courts (AOPC) for creation of unified practices among all courts in the Commonwealth such as Continuity of Operations Planning (COOP), compliance with the Americans' with Disabilities Act (ADA), providing services to Court users with Limited English Proficiency (LEP), records retention issues and planning and implementing services for Self-Represented Litigants (SRLs).

Coordinates and collaborates with justice partners to accomplish mutual goals and operational improvements. Serves as court representative at functions and meetings. Can include executive branch officials or employees, local bar association representatives and court-related office department heads or elected officials. Requires ability to keep the court's best interest in the forefront of the discussion while maintaining positive and productive relationships.

Consults on facilities management issues including capital improvement requests of the executive branch, identifying space allocation issues, concerns and remedies and understanding appropriate operational flow and adjacency patterns. Works collaboratively to ensure appropriate security and safety measures are taken in the context of a court environment.

Coordinates with the local Information Systems department as well as state-level information technology as appropriate to ensure proper use of technology to improve efficiencies and reduce operational costs. Oversees court information systems and ensures up-to-date information is posted and available to court users on the court website and other web-based information sources.

Consults with District Court Administrator on media relations. Understands and implements court media policies. Reviews and revises with changing landscape.

Human resources oversight of court departments designated by the District Court Administrator including Magisterial District Court staff in consultation with the MDJ, administrative and clerical staff assigned to float among Magisterial District Courts, and other departments and/or staff as designated by the District Court Administrator. Human resources responsibilities may include, but not be limited to, hiring, terminations, discipline, professional development and team-building efforts. Understands relevant collective bargaining agreements.

Exhibits appropriate and professional communication skills in the workplace. Serves as an example of appropriate behavior and decorum in the workplace. Exhibits leadership roles internally as well as in external professional organizations.

Understands operations of the Court of Common Pleas. In the absence of the assigned Deputy Court Administrator(s), may be assigned responsibility for direct oversight of any or all of the following: Court Administration Office, Custody Office, Jury Management Office, Court Reporters / Recorders and Law Library / Self Help Center; assumes the functions and responsibilities of same.

Supervises/performs customer service functions; provides assistance and information related to Court services, procedures, forms, status of cases, or other issues; responds to routine questions, complaints or requests for service; initiates problem resolution; deals with angry / unhappy clients.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, budgets, expense invoices, collections reports, annual reports, family court reports, bank reconciliations, time studies, or other documents.

Receives various forms, reports, correspondence, schedules, invoices, error reports, expense reports, bank statements, check registers, time sheets, time studies, employee work reports, case files, law updates, handbooks, manuals, policies, procedures, laws, guidelines, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; troubleshoots computer problems; utilizes word processing, spreadsheet, or other software programs.

ADDITIONAL FUNCTIONS

Attends PACM meetings and seminars.

Operates a motor vehicle to conduct work activities.

Provides assistance or coverage to other employees as needed.

Performs other related duties as directed or required by the Court.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Management, Criminal Justice or closely related field (JD degree and PA Bar membership preferred); supplemented by five (5) years previous experience and/or training that includes court operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must obtain/possess and maintain valid membership in the Pennsylvania Association of Court Management (PACM).

Must possess and maintain a valid driver's license.

Requires criminal background check and child abuse clearances every three years.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit involving significant internal and external interaction.

Personal Computer/Tablet/Mobile Technology: Requires the ability to utilize modern electronic technology which is geared toward communication, data collection, maintenance, and delivery.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (10-20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards or violence.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.