

PLEASE POST !!!

OPEN POSITION

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

10 ADMINISTRATIVE ASSISTANT CUSTODY CONCILIATION – COURTS
\$17.0231/hr – 35 hrs/wk.

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 a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 06/28/24

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: ADMINISTRATIVE ASSISTANT
CUSTODY DEPARTMENT**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide direct administrative and clerical support to the 43rd Judicial District Custody Department, including the Judges, Custody Conciliators and other Court departments as required. Duties and responsibilities include, but are not limited to: coordinating workflow between various departments, assisting judges, quasi-judicial officers and managers of court-related departments in general office functions and interacting with clients regarding custody matters

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.

Oversees calendar control functions for custody conciliators with a high degree of accuracy and in accordance with established policy and procedure; ensures accuracy of case filings and completeness of case files in preparation for conciliations; transcribes conciliation recommendations; proficient in taking dictation.

Responds to high volume of daily inquiries through multiple mediums from custody litigants, Judges, community and justice partners, and case participants; able to appropriately address, resolve or direct inquiries; proficient in customer service-related skills; possesses an understanding of court policy and procedure.

Reviews pleadings prepared for review by Judge; ensures accuracy in accordance with established protocols; possesses the ability to interact with superiors in a professional manner.

Reviews correspondence and enclosures through all mediums; files and distributes accordingly; records as appropriate; displays appropriate understanding of confidentiality and professionalism.

Reviews cases for special accommodations; coordinates with supervisor to facilitate any requests in accordance with policy, procedure or applicable law.

ADDITIONAL FUNCTIONS

Compiles various types of custody/family court related statistics.

Exhibits understanding and employs principles of confidentiality.

Able to exercise discretion and exhibit problem-solving skills.

Displays professionalism and conflict resolution skills when dealing with court users, the public, and colleagues as necessary.

Able to work independently with minimal supervision.

Exhibits willingness and ability to adapt to change.

Understands and displays appropriate courtroom decorum.

Coordinates with supervisor to facilitate the purchasing process as appropriate.

Performs other duties as assigned by the Deputy District Court Administrator.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by two (2) year of previous experience and/or training that includes progressively responsible administrative and clerical responsibilities required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

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 a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

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 (5-10 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: Essential functions are regularly performed without exposure to adverse environmental conditions.

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.