

PLEASE POST !!!

**OPEN POSITION**

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

**10 ADVANCED TECHNICIAN – DISTRICT COURTS  
MONROE COUNTY, PA  
\$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: 07/19/2024

REMOVE: OPEN UNTIL FILLED

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:** **10 ADVANCED TECHNICIAN – COURTS**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide direct administrative, clerical and procedural support to the 43<sup>rd</sup> Judicial District Magisterial District Court system, including the Magisterial District Judge, Magisterial District Court Staff, and other Court Departments as required. Duties and responsibilities include, but are not limited to: coordinating case management procedures and workflow within the Magisterial District Court and between various departments, assisting the Magisterial District Judge with work/office related functions, and court staff in all general office functions and performing other advanced administrative support functions and related duties as required.

### 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.**

Provides direct advanced administrative support and clerical assistance to court officials, users of court services, and outside agencies that have relationships with the Magisterial District Court; serves as liaison between court officials, administrators and other departments, employees, and agencies; pulls files, records and provides documentation where appropriate.

Performs customer service functions in person, by telephone, or by email; provides information or assistance regarding court services, activities, forms, procedures, fees, or other issues; responds to routine questions and complaints; answers questions from staff, outside agencies, the public or other individuals as necessary; provides information accordingly; researches problems and initiates problem resolution; refers complaints/problems to appropriate supervisors.

Inputs and processes complaints, citations, dispositions and judgments in the state court case management computer system; ensures that information is accurate and complete; updates and/or makes corrections as necessary to case information; processes documentation within designated timeframes and per established procedures; maintains confidentiality of all information as required; schedules hearings and trials for cases as required by rules of court; prepares subpoenas as requested; arranges for prisoner transportation; apprises all parties of all changes in event scheduling.

Keeps apprised of changes in equipment and software; learns new programs and uses various computer software in the preparation of reports, documents, case tracking and maintenance; attends all meetings and trainings as required; assists with training of new court staff; delegates tasks to other Magisterial District Court staff as necessary.

Types, drafts and prepares various correspondence to include letters, memorandums, reports and other documents; reviews information for accuracy and completeness; makes corrections and/or additions as needed; maintains copies for departmental files and future reference.

Accepts and receipts payments of various payment methods for fines, costs, bail, collateral and other required fees; performs daily deposit functions; makes deposits into proper bank accounts; accounts for proper amount of change in change fund; creates and prints checks; reconciles court bank account monthly; prepares weekly and monthly financial reports as required; proofs for accuracy, obtains proper approvals and signatures; disburses monies appropriately to the state, county and local municipalities as well as individuals according to rules of court and departmental guidelines; ensures timely submission as required by statute or regulation.

Assists state and local auditors and Magisterial District Court Administration with financial and procedural audits of the Magisterial District Court records; compiles information and statistics for various reports and correspondence as required; conducts research to obtain information and data; examines data for relevance; reviews information with court officials, administrators and departmental managers, supervisors, and/or other personnel as necessary; prepares reports according to rules of court and departmental guidelines; maintains copies for future reference and use by authorized individuals.

Responsible for closing, boxing, archiving and/or purging outdated in accordance with relevant rule, law and procedures setting forth record retention schedules; completes required Unified Judicial System Record Disposal logs; submits required file destruction forms to Magisterial District Court Administration; responsible for scheduling the acquisition/transportation of archive boxes to the court house.

Utilizes various office equipment such as personal computer, fax machine, photocopier, and other equipment as necessary to perform daily duties; prepares maintenance and repair requests and forwards requests to Magisterial District Court Administration; keeps apprised of changes in equipment.

Maintains inventory of office, postage and other supplies; prepares requests for postage and supply orders and forwards requests to Magisterial District Court Administration; receives supplies and distributes accordingly.

Receives incoming mail, UPS parcels, and overnight packages; opens, sorts and distributes to appropriate individuals; prepares certified letters and outgoing mail.

## **ADDITIONAL FUNCTIONS**

Exhibits understanding and employs principles of confidentiality.

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

Works collaboratively with colleagues and employees of the Court and County.

Able to work in an environment with varying levels of authority.

Exhibits willingness and ability to adapt to change.

Able to work independently and with minimal supervision; able to exercise discretion and exhibit problem-solving skills.

Performs other related duties as assigned by the President Judge, District Court Administrator, Deputy Court Administrator, Special Courts, or his/her designee.

Understands and exhibits appropriate courtroom decorum.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by two (2) years 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. Requires the ability to count money and distribute appropriate change to paying customers.

**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.