POSTING DATE: March 10, 2015
REMOVAL DATE: March 20, 2015

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Bail Cashier
Pretrial Services, Trial Division

(Open to Promotion, Transfer, and New Hires)

SALARY: $31,285 - $33,949 (G7)

FILING DEADLINE: Friday, March 20, 2015 at 4:00 pm

Applications are being accepted for this position. Qualified candidates may apply by submitting a completed application, cover letter and résumé to the Office of Human Resources, Room 668 City Hall, Philadelphia, PA 19107. **No email or facsimile submissions will be accepted.**

REQUIREMENTS:

1. High school diploma or equivalent.
2. One year of experience receiving or disbursing cash and/or negotiable instruments involving large sums and daily accounting of transactions.

OR

3. Any equivalent combination of training and experience determined to be acceptable by the First Judicial District of Pennsylvania, which also includes a high school diploma or equivalent.
4. Satisfactory completion of a six-month employee orientation period.
5. City of Philadelphia residency required within six months of successful completion of orientation period.
6. Ability to perform the essential functions of the position.

GENERAL DEFINITION:

This is public contact work performing a significant volume of over-the-counter transactions in the receipt and recording of cash, checks and other negotiable instruments on payment of filing costs, fines and fees. The employee is expected to work shifts at various locations as required within the 24 hour, 7 days a week operation and is responsible for the daily reconciliation of their cash drawer at the end of each assignment. Related clerical duties may be performed in an ancillary capacity.

Work is performed under the supervision of an administrative superior. Assignments are limited in nature and are carried out in accordance with instructions and established routines. The

employee is responsible for the efficient operation of a payment window in the Municipal or Common Pleas Courts.

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.

- Stands at a receiving window used by the general public to make payments to the court for fines, filing charges, and fees; counts cash payments and verifies correct information on checks. Compares payment to fee bill total; validates fee bill on validating machine; separates fee bills and issues receipt to payer; makes change as needed.
- Maintains ledgers of each daily transaction; prepares bank deposit slips of monies received; makes daily settlement by reviewing and balancing the validating machine tape, cash and check totals and receipted bills; posts to settlement sheet.
- Operates validating and adding machines.
- Performs related work as required.

ENVIRONMENTAL CONDITIONS:

- Standard clerical office conditions.
- Direct contact with diverse court clientele.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Knowledge of office procedures, methods and equipment with particular reference to receiving and accounting for cash; business arithmetic; and the operation of validating and adding machines.
- Ability to make cash transactions rapidly and accurately; make rapid and accurate arithmetic computations; learn within a reasonable time and apply rules and regulations pertaining to a variety of cash transactions; establish and maintain effective working relationships with associates and the general public.

The First Judicial District is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

EMPLOYMENT APPLICATION

FIRST JUDICIAL DISTRICT
OF PENNSYLVANIA
HUMAN RESOURCES

An Equal Opportunity Employer

The First Judicial District of Pennsylvania does not discriminate on the basis of race, color, religion, age, sex, national origin, veteran status, mental or physical disability.

OFFICE USE ONLY

POSITION	
File: Test	REJECTED:
	NOTICE TO TEST (1)
	(2)
	(3)
	RESULTS (1)
	(2)
	(3)

READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM:

1. City residency requirements will be enforced six months after completion of the orientation period of employment.
2. If any pertinent questions are not answered, this application will be rejected.
3. If you do not meet the minimum training and experience qualifications for the position applied for, this application will be rejected.
4. Application must be signed to be accepted, and returned to the Courts' Human Resources Office, Room 668 City Hall, Philadelphia, PA 19107.
5. If you intentionally make any false statements or material omissions, this application will be rejected.

NAME *(Last, First, Middle Initial)—indicate any former names under which you worked or are known.*	ADDRESS *(City)* *(State)* *(Zip)*

EMAIL ADDRESS	HOME PHONE	BUSINESS PHONE

POSITION APPLIED FOR	SALARY DESIRED

RELATIVES EMPLOYED BY THE FIRST JUDICIAL DISTRICT OF PA?

☐ No ☐ Yes NAME(S):

Have you ever been employed by the First Judicial District and/or the City of Philadelphia? Yes_☐_ No_☐_

Department(s):_____

Dates of employment: _____

Last title held: _____

Payroll Number: _____

Are you currently or have you ever served in the U.S. Armed Services? Yes ☐ No ☐

If yes, years of service: _____

May we contact your present employer for information? Yes ☐ No ☐

If no, explain:

_____

_____

Have you ever been dismissed for inefficiency, delinquency, or misconduct, or been permitted to resign to avoid dismissal? YES ☐ NO ☐

If yes, explain:

_____

_____

_____

_____

Please provide license, registration, or certification information required for the position you are seeking. Also indicate whether such license, registration, or certification is currently active.

_____

_____

_____

READ THIS APPLICATION AND YOUR ANSWERS CAREFULLY BEFORE SIGNING BELOW

I certify that the statements made by me in this entire application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that if I knowingly omit or make any misstatement of facts I am subject to disqualification or dismissal and to such other penalties as may be prescribed by law, ordinance, or Personnel Policies. If I am hired, I understand I am being hired as an "at will employee" of the First Judicial District of Pennsylvania. In the event that there is a need for a reduction in force, for any reason, I understand that I may be subject to layoff. I further understand that if there is a layoff I shall not be entitled to displace other court employees solely because of seniority.

Date _____ *Signature* _____

1. I agree to a drug test and to random drug testing during my employment with the FJD (If required by job assignment). ☐ Yes ☐ No

_____

2. I owe fines and costs to the FJD or another court in another jurisdiction. ☐ Yes ☐ No

If yes, detail balances, dates, jurisdictions and reasons for nonpayment.

_____

_____

_____

3. I owe taxes to the City of Philadelphia or other jurisdictions, including the federal government (Wage Tax, Real Estate Tax, Business Privilege Tax or Federal Income Tax). ☐ Yes ☐ No

If yes, detail dates, amounts owed, jurisdictions and reasons for nonpayment.

_____

_____

_____

4. I owe Philadelphia Traffic Court and/or Philadelphia Parking fines or costs. ☐ Yes ☐ No

_____

_____

_____

5. My driver's license is currently suspended or revoked. ☐ Yes ☐ No

If yes, please explain:

_____

_____

_____

The above answers are true and correct to the best of my knowledge and, if untruthful, will subject me to penalties for false swearing in accordance with the laws of the Commonwealth of Pennsylvania.

EDUCATION

	NAME OF SCHOOL	CITY/STATE	DID YOU GRADUATE		TYPE DEGREE RECEIVED	MAJOR COURSE STUDY
			Yes	No		
High School						
College, University or Professional School						
Other Training or School						

EXPERIENCE: *Describe your duties fully. If you held several different positions with the same employer, list each separately. Begin with the MOST RECENT employment and work backward consecutively. If you need more space, list in the same format on blank 8½ x 11 sheets.*

LENGTH OF EMPLOYMENT	FIRM NAME	ADDRESS	CITY AND STATE
From: Mo._____Yr._____			
To: Mo._____Yr._____	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE	DUTIES: *Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.*		
Starting_____per _____			
Final_____per _____			
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

LENGTH OF EMPLOYMENT	FIRM NAME	ADDRESS	CITY AND STATE
From: Mo._____Yr._____			
To: Mo._____Yr._____	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE	DUTIES: *Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.*		
Starting_____per _____			
Final_____per _____			
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

LENGTH OF EMPLOYMENT	FIRM NAME	ADDRESS	CITY AND STATE
From: Mo._____Yr._____			
To: Mo._____Yr._____	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE	DUTIES: *Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.*		
Starting_____per _____			
Final_____per _____			
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

EXPERIENCE *(LIST ANY ADDITIONAL WORK EXPERIENCE OR VOLUNTEER WORK - ACCOUNT FOR ALL TIME SINCE SCHOOL)*

DATE *(Mo. & Year)*		NAME OF EMPLOYER	ADDRESS	YOUR TITLE	YOUR SALARY	REASON FOR LEAVING
From	To					

You must complete all pages of this application.

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

VOLUNTARY EEO SELF-IDENTIFICATION QUESTIONNAIRE

Applicants are considered for all positions without regard to race, color, sex, national origin, veteran status, or disability status. As an Affirmative Action/Equal Employment Opportunity employer, The First Judicial District of Pennsylvania complies with government regulations and affirmative action responsibilities. This information will be kept confidential.

It is requested that each applicant for employment with the First Judicial District of Pennsylvania - Philadelphia County provide the following information. This information is voluntary and will not be considered in the selection process.

☐ I choose not to self Identify

1. Ethnic Group *(please check one)*

   ☐ Hispanic or Latino
   ☐ White (not Hispanic or Latino)
   ☐ Black or African American (not Hispanic or Latino)
   ☐ Native Hawaiian or Pacific Islander (not Hispanic or Latino)
   ☐ Asian (not Hispanic or Latino)
   ☐ American Indian or Alaskan Native (not Hispanic or Latino)
   ☐ Two or More Races (not Hispanic or Latino)

2. Gender: _____

3. Position Applied For: _____

****

I certify that the above information is true and correct. *(Please print legibly)*

Date: _____ *Name:*_____

_____
(Signature)

08-202
(Rev. 1/14)