

POSTING DATE: December 27, 2016
REMOVAL DATE: January 3, 2017

**POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER**

**POSITION: Court Administrative Officer 2, Training & Project Coordinator
Municipal Court Criminal Division**

(Open to promotion or transfer or new applicants)

SALARY: \$47,850 - \$52,860 (G-22)

REQUIREMENTS:

1. Bachelor's Degree from an accredited university, Master's degree preferred.
- AND**
2. Combination of training and a minimum five (5) years of progressive experience leading to a thorough knowledge of operations, case management policies and procedures in the criminal division of Municipal Court.
 3. City residency required within six (6) months of satisfactory completion of an employment orientation period.
 4. Ability to perform essential functions of the position.

GENERAL DEFINITION:

An employee in this class analyzes information, contributes recommendations to strategic plans, creates, implements and monitors training and project management plans to determine consequences, develops and recommends alternatives, coordinates, administers and supervise training, case flow management and facets of projects within the criminal division.

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.

- Works directly with department director as a training coordinator to monitor, develop and enhance new and ongoing practices in the criminal division of Municipal Court;
- Prepares reports and training content at the direction of the director.
- Works directly with the supervisors on strategic plans, department manuals; training and project management
- Under the direction of director, DCA and President Judge, develops bi-annual training curriculum and program agendas. Assist or directs training of criminal division personnel. Conducts tours from external requests as needed.
- Performs related work as required.

MARGINAL FUNCTIONS:

- Performs related work as required.

ENVIRONMENTAL CONDITIONS:

- Standard clerical, office and courtroom conditions.

KNOWLEDGE, SKILL AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Considerable knowledge Municipal Court criminal policies and procedures;
- Ability to represent the criminal division at meetings with external criminal justice partners at the request of the deputy court administrator;
- Ability to establish and maintain effective working relationships with judiciary, FJD employees and external criminal justice partners.
- Knowledge of computer applications applicable to training and criminal division operations.
- Ability to express ideas clearly and concisely, orally and in writing.

The First Judicial District of Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans 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.