

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

**POSITION:** Veterans Court Mentor Coordinator & Assistant Coordinator  
Court Administrative Officer III  
Municipal Court, Criminal Division

*(Open to new applicants, promotion, transfers)*

**SALARY:** \$53,975 - \$59,826 (G25)

**REQUIREMENTS:**

1. High School Diploma, with some college preferred.
2. U.S. Military Service.
3. Satisfactory completion of a six (6) month employee orientation period.
4. City residency required within six (6) months of satisfactory completion of an employment orientation period.
5. Ability to perform the essential functions of the job.

**GENERAL DEFINITION:**

The Municipal Court is seeking a Coordinator for its Veterans Court Mentor program to insure every participating Veteran receives the services to help them navigate the systems (court, treatment and Veterans), to coordinate the operations of the critical Mentor Program and to assist the existing Veterans Court Coordinator with the overall Veterans Court. The successful applicant will work directly for the presiding Veterans Court Judge and Coordinator with minimal direct supervision.

**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.*

- This position involves senior level professional, confidential and administrative work involved in coordinating the operation and management of a highly successful Veterans Court Mentor program.
- Upon approval of the Veterans Court Judge, develops Mentor training programs, develops Mentor resource strategy, and provides technical assistance to inquiries on local, state and national level. Organizes events and meetings. Creates supporting materials and disseminates to participants.
- Recruits volunteer Veteran mentors, Collaborates with Veteran Agencies, Organizes and Conducts Mentor Training, Supervises Mentor Operations, Develops and maintains working relationships with all Veteran Court partners.
- Sustains and evolves the Veterans Mentor Program; Creates and enhances the Veterans Mentor Resource Guide.
- Participation as a Veterans Court team member committed to the program mission and

goals. Participates in regular oversight committee meetings. Participation in working group meetings as issues arise and are identified by the Judge or Coordinator.

- Researches and writes grants for all potential court-approved funding prospects.
- Assists the presiding Judge and Coordinator with the preparation of case processing and related administrative services.
- Collects and maintains data reports and performs data entry as needed.
- Attends court sessions. Assists the Veterans Court Judge and Coordinator as needed with any and all administrative and clerical tasks.
- Assists Veteran participants in all aspects of adjusting to civilian life, while maintaining confidentiality
- Performs additional duties as assigned by the Veterans Court Judge

#### **ENVIRONMENTAL CONDITIONS:**

Standard clerical office and criminal courtroom conditions.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:**

- Knowledge of the criminal justice and health treatment systems.
- Capacity to understand and implement the concepts involved in the Veterans Court.
- Knowledge of US Military.
- Ability to coordinate program goals by establishing and overseeing operational policies and procedures.
- Ability to establish and maintain working relationships with Treatment Court clients.
- Ability to express ideas clearly and effectively, orally and in writing; ability to make effective public presentations.
- Ability to work under judicial/court supervision and in collaboration with Veterans agencies and other criminal justice partners.
- Thorough knowledge of Windows-based computer applications. Ability to quickly learn internal case management computer applications.

**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.**