

Posting Date: Dec. 7, 2015
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**POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER**

POSITION: Court Administrative Officer I
Court Administration

SALARY: \$41,282 - \$45,416 (G17)

FILING DEADLINE: Friday, December 11, 2015 @ 4:00 P.M.

REQUIREMENTS

1. High school diploma or equivalent.
2. Five years of experience in the operation of microfilm or photocopy equipment.

OR

Any equivalent combination of training and experience determined to be acceptable by the First Judicial District of Pennsylvania.

3. City residency required within six (6) months of satisfactory completion of an orientation period.
4. Ability to perform the essential functions of a position in this class.

GENERAL DEFINITION

An employee in this class is responsible for inventory control, record retention and microfilm operations for the First Judicial District of Pennsylvania. Work is performed under the general direction of the Director of Administrative Services. Assignments are performed in accordance with standard practices and general work instructions.

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.

- Schedules, assigns and coordinates the work of personnel engaged in the inventory, microfilm reproduction, and record retention policies of court documents; determines the most effective utilization of personnel and machines based on workload and machine capabilities.
- Maintains personnel records for employee assigned to a department of the Court: calculates annual leave earnings, usage and carryover.
- Maintains departmental personnel data cards, time sheets and records, employee leave balances and files.
- Gives special instructions on unusual or difficult assignments; reviews the work of subordinates for conformance to instructions and quality standards.
- Trains new employees in the operation of microfilm cameras and duties related to this position.
- Requisitions material and supplies; maintains production and cost records; and prepares reports concerning production and project costs.

- Performs related work as required.
- May provide work direction and training to subordinate staff or volunteers.
- May review work of subordinates for accuracy and completeness and evaluate employee performance.
- Assists clients and general public in person and via telephone.
- May delegates routine situations to staff and responds directly to more complex situations or complaints.
- Prepares and collates weekly, monthly or annual reports and drafts correspondence. If required.
- Utilizes personal computer and software applications for word processing, spreadsheet and database functions to prepare documents, spreadsheets and records.

MARGINAL FUNCTIONS

- Performs related work as required.
- Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.

ENVIRONMENTAL CONDITIONS

- Standard clerical office conditions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Extensive knowledge of the methods, materials and techniques used in the operation of microfilm and related equipment and the processing of film.
- Extensive knowledge of the uses and adaptability of microfilm equipment.
- Extensive knowledge of the principles and practices used in supervising a microfilm operation.
- Skill in the use and care of microfilm and related equipment.
- Ability to maintain records, prepare reports and maintain an adequate supply of materials and equipment.
- Ability to establish and maintain effective working relationships with associates.

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.