

Posting Date: February 22, 2016
Removal Date: February 29, 2016

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Court Administrative Officer II
Pretrial Electronic Monitoring Field Unit Shift Supervisor
Trial Division, Court of Common Pleas

(Open to Promotions, Transfers, and New Hires)

SALARY: \$47,850 - \$52,860 (G22)

FILING DEADLINE: Monday, February 29, 2016 @ 4:00 PM.

GENERAL DEFINITION

This is administrative or specialized work at the full performance level in the court service. An employee in this class may serve in a staff capacity as an assistant to an administrator; as a journeyman in a service function such as personnel, administrative analysis or fiscal control; as a line supervisor responsible for a complex clerical or technical function; or is responsible for a nonjudicial court trial procedure. Work differs from that of the next lower level by the difficulty of assignment, responsibility for independently completing assignments or greater degree of accountability involved in the operations of the unit supervised.

REQUIREMENTS:

1. A bachelor's degree from an accredited college or university, preferred.
OR
2. An associate's degree, or 60 college credits, and at least 1 year's full-time criminal justice experience or two years part-time experience, preferred.
OR
3. A high school diploma and 4 years full-time criminal justice experience.
AND
Appropriate experience in the use of personal computers and Windows software applications.
4. Minimum of 2 years experience working with electronic monitoring equipment to include: installation and maintenance of this equipment.
5. Minimum of 2 years experience in an investigative field environment.
6. Ability to work rotational shifts, weekends, holidays, and court closures in the field and office environments in this essential personnel position.
7. Successful completion of a background check.
8. After meeting minimum application standards by a panel review, must complete an evaluation and interview.
9. City residency required within (6) months of satisfactory completion of an employment orientation period.
10. Possession and maintenance of a valid United States driver's license.

SPECIFIC DEFINITION:

This is an essential personnel field supervision position. Work includes participant supervision of those who will obtain and verify information required as part of bail guidelines and probationary sentencing for installation of

Electronic Monitoring equipment into residences and on individuals. Work also involves participant supervision of those who perform telephone and field investigations to verify necessary documents and operable equipment related to Electronic Monitoring installation and attachment. There is physical and direct contact with clients and their residences during this process. This work is conducted and completed in teams and is documented daily. This position will supervise team(s) and also participate in the daily tasks. Assignments also require basic knowledge of telephone installation with external equipment attached by field personnel.

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.

- Assists an administrator by completing and following through on administrative problems.
- Serves in a coordinating capacity with some authority for making commitments.
- Investigates administrative problems and recommends solutions.
- Independently completes major studies in an assigned service function.
- Depending on area of assignment, performs tasks such as making classification and pay studies, preparing and administering examinations and interviewing prospective employees.
- Obtains and analyzes facts concerning court operating procedures; develops recommendations for improvement and assists in the installation of new and revised methods and procedures.
- Reviews budget proposals, directing the preparation and assembly of the operating budget, and reviews requests for expenditures.
- Supervises a complex clerical or technical function such as the arbitration program and civil listings.

MARGINAL FUNCTIONS

- Performs related work as required.

ENVIRONMENTAL CONDITIONS

- Standard office conditions.
- Field Work Conditions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Considerable knowledge of English usage and grammar.
- Knowledge of office management standards, procedures and practices.
- Knowledge of supervisory methods and practices.
- Some knowledge of the principles and standards of administrative organizations and management.
- Some knowledge of the principles of procedures analysis, work simplification, and forms and records control.
- Ability to represent the assigned unit in conferences and meetings with the public and private officials. Ability to supervise a staff engaged in varied clerical functions.
- Ability to understand, carry out and communicate effectively to subordinates and/or associates new or changed procedures and operations.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to work a rotational schedule 24 hours a day, seven days a week, holidays, court closures, and inclement weather.
- Skilled in eliciting and giving information quickly, clearly, concisely, and easily.
- Knowledge of interviewing techniques and principles.

PHYSICAL AND MEDICAL STANDARDS

- Ability to perform the essential functions of the position.

The First Judicial District 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.