
POSTING DATE: Continuous

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: TIPSTAFF I, GENERAL
Municipal Court

(Open to New Hires, Promotion or Transfer)

SALARY: \$38,389 - \$42,071 (G14)

PURPOSE: To establish an eligibility list for future vacancies within the First Judicial District of Pennsylvania.

REQUIREMENTS:

1. High School diploma or equivalent.
2. Successful completion and passing grade on a written examination.
3. Computer skills and an ability to perform real-time data entry in a courtroom setting.
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 position.

GENERAL DEFINITION:

This is work performed in a Court of Law to insure courtroom decorum, compliance to courtroom procedures, and the facilitation of overall court functioning during legal proceedings. An employee in this class announces the opening of Court and performs various duties which facilitate courtroom operations. Work may be performed in a hectic work environment proceeding criminal or civil cases. Work includes the direct interaction with the Judiciary, management, criminal justice system representatives, attorneys and the general public

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.

- Prepares the courtroom prior to the commencement of proceedings and at the conclusion in advance of the next day's proceedings.
- Opens Court by reciting standard announcements to all participants in the courtroom
- Swears in witnesses and jurors.

- Performs real-time data entry for all calendaring and scheduling in the court's case management computer application
- Performs routine clerical functions and prepares daily statistical reports
- Provides for limited security of the courtroom
- Insures the integrity of proceedings and proper decorum is maintained
- Maintains all necessary records, documents and reports
- Carries out the Orders of the Judge
- Maintains and operates various computer and equipment in the courtrooms and adjacent court areas as needed.
- Applies Municipal Court criminal case flow management principles regarding scheduling of cases for trials in CPCMS (in conjunction with approved dates consistent with police officer's squad schedules and the court calendar).

MARGINAL FUNCTIONS:

Performs other duties as required.

ENVIRONMENTAL CONDITIONS:

Standard courtroom and clerical office conditions.
Direct contact with diverse participants.

KNOWLEDGE, SKILL AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Ability to learn and apply courtroom needs and techniques in courtroom proceedings.
- Ability to establish and maintain effective working relationships with the Judiciary, department managers, staff, agency representatives, and the general public.
- Ability to communicate effectively with others.
- Ability to prepare and compile various reports and records.

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