

POSTING DATE: 06/15/15
REMOVAL DATE: 06/29/15

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Civil Case Manager (Court Administrative Officer I)
Philadelphia Court of Common Pleas
Trial Division - Civil
Civil Case Management Conference Center

**Open to promotion, transfers or new applicants*

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

FILING DEADLINE: Monday, June 29, 2015 at 4:00 p.m

Applications and resumes are being accepted for this position. Qualified applicants may apply by submitting a cover letter (maximum two pages, single spaced) describing the qualifications and experience that uniquely qualifies them for the position, a resume (not to exceed three pages), most recent law school transcript, writing sample and a completed application to the Office of Human Resources, Room 668 City Hall, Philadelphia, PA 19107. **Email and facsimile submissions will not be accepted.**

REQUIREMENTS:

1. Law degree from an accredited law school.
2. Admitted to the Pennsylvania Bar in good standing.
3. At least two (2) years of civil litigation experience.
4. Superior writing and analytical skills.
5. City residency required within six (6) months of satisfactory completion of an orientation period.
6. Two (2) year commitment.
7. Meet approved minimal physical, mental and medical standards to perform the essential functions and work in the environmental conditions required of a position in this class; and, after meeting these standards, successful completion of a review panel evaluation and interview process.

GENERAL DEFINITION:

This is a full time position responsible for all aspects of civil case administration, including conducting civil case management conferences, maintaining accurate records and reports for Judicial Team Leaders and other judges assigned to the Civil Section of the Trial Division. Work is performed under the supervision of the Supervising Judge, Deputy Court Administrator, and Director of the Civil Case Management Center.

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. The successful candidate will be responsible for the administration of the caseflow process for major civil cases and will:

1. Facilitate disposition of cases within applicable case management time standards.
2. Monitor and facilitate compliance with Court Orders, protocols and directives.
3. Schedule case management and Court events, including Hearings, Settlement Conferences, Pre Trial Conferences and Trial.
4. Conduct case management conferences in civil cases to confirm track assignments, issue case management orders, identify approximate preliminary value of a claim, identify existing or potential impediments to attaining disposition within stated time frames, and attempt to attain amicable resolution.
5. Conduct settlement or discovery conferences as directed.
6. Assist Judicial Team Leaders with the administration of monthly trial pools.
8. Coordinate case processing activities with other court employees and offices within the District to ensure timely and proper processing of all case-related matters.
9. Respond to inquiries by attorneys and unrepresented parties regarding local Court procedures and facilitate compliance with procedural requirements.
10. Educate the Bar on local court procedures and protocols.
10. Promote efficient case management through professionalism and understanding of the role of the Court.

ENVIRONMENTAL CONDITIONS:

Standard courtroom and clerical office conditions.
Direct contact with diverse court clientele.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Working knowledge of the Pennsylvania Rules of Civil Procedure and the Philadelphia County Court Rules.
- ◆ Knowledge of, or ability to learn how to use, the Court's Electronic Filing System ("EFS").
- ◆ Knowledge of, or ability to learn how to use, the Court's Banner Case Management Program.
- ◆ Knowledge of, or ability to learn, basic and differentiated caseflow management principals and practice.
- ◆ Knowledge of, or ability to learn, case mediation and settlement skills.
- ◆ Ability to professionally represent the Court to members of the Bar, public and associated agencies.
- ◆ Ability to communicate effectively, orally and in writing.
- ◆ Ability to analyze data and to formulate conclusions and make recommendations.
- ◆ Ability to complete assigned tasks within established time standards.
- ◆ Ability to effectively manage multiple tasks simultaneously.
- ◆ Ability to prepare and maintain records and reports.
- ◆ Ability to work well with others.
- ◆ Must be computer literate.

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

<p style="text-align: center;">EMPLOYMENT APPLICATION</p> <p style="text-align: center;">FIRST JUDICIAL DISTRICT OF PENNSYLVANIA HUMAN RESOURCES</p> <p style="text-align: center;"><i>An Equal Opportunity Employer</i></p> <p>The First Judicial District of Pennsylvania does not discriminate on the basis of race, color, religion, age, sex, national origin, veteran status, mental or physical disability.</p>	OFFICE USE ONLY		
	POSITION		
	File:	Test	REJECTED:
			NOTICE TO TEST (1)
			(2)
			(3)
		RESULTS (1)	
		(2)	
		(3)	

READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM:

1. City residency requirements will be enforced six months after completion of the orientation period of employment.
2. If any pertinent questions are not answered, this application will be rejected.
3. If you do not meet the minimum training and experience qualifications for the position applied for, this application will be rejected.
4. Application must be signed to be accepted, and returned to the Courts' Human Resources Office, Room 668 City Hall, Philadelphia, PA 19107.
5. If you intentionally make any false statements or material omissions, this application will be rejected.

NAME (Last, First, Middle Initial)—indicate any former names under which you worked or are known.	ADDRESS (City) (State) (Zip)
EMAIL ADDRESS	HOME PHONE BUSINESS PHONE
POSITION APPLIED FOR	SALARY DESIRED

RELATIVES EMPLOYED BY THE FIRST JUDICIAL DISTRICT OF PA? <input type="checkbox"/> No <input type="checkbox"/> Yes NAME(S):			
<p>Have you ever been employed by the First Judicial District and/or the City of Philadelphia? Yes _____ No _____</p> <p>Department(s): _____</p> <p>Dates of employment: _____</p> <p>Last title held: _____</p> <p>Payroll Number: _____</p>	<p>Have you ever been dismissed for inefficiency, delinquency, or misconduct, or been permitted to resign to avoid dismissal? YES NO</p> <p><i>If yes, explain:</i></p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>Are you currently or have you ever served in the U.S. Armed Services? Yes No</p> <p><i>If yes, years of service:</i> _____ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Please provide license, registration, or certification information required for the position you are seeking. Also indicate whether such license, registration, or certification is currently active.</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>May we contact your present employer for information? Yes No</p> <p><i>If no, explain:</i> _____ <input type="checkbox"/> <input type="checkbox"/></p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>		

READ THIS APPLICATION AND YOUR ANSWERS CAREFULLY BEFORE SIGNING BELOW

I certify that the statements made by me in this entire application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that if I knowingly omit or make any misstatement of facts I am subject to disqualification or dismissal and to such other penalties as may be prescribed by law, ordinance, or Personnel Policies. If I am hired, I understand I am being hired as an "at will employee" of the First Judicial District of Pennsylvania. In the event that there is a need for a reduction in force, for any reason, I understand that I may be subject to layoff. I further understand that if there is a layoff I shall not be entitled to displace other court employees solely because of seniority.

Date _____

Signature _____

1. I agree to a drug test and to random drug testing during my employment with the FJD (If required by job assignment). Yes No

2. I owe fines and costs to the FJD or another court in another jurisdiction. Yes No
If yes, detail balances, dates, jurisdictions and reasons for nonpayment.

3. I owe taxes to the City of Philadelphia or other jurisdictions, including the federal government (Wage Tax, Real Estate Tax, Business Privilege Tax or Federal Income Tax). Yes No
If yes, detail dates, amounts owed, jurisdictions and reasons for nonpayment.

4. I owe Philadelphia Traffic Court and/or Philadelphia Parking fines or costs. Yes No

5. My driver's license is currently suspended or revoked. Yes No
If yes, please explain:

The above answers are true and correct to the best of my knowledge and, if untruthful, will subject me to penalties for false swearing in accordance with the laws of the Commonwealth of Pennsylvania.

EDUCATION

	NAME OF SCHOOL	CITY/STATE	DID YOU GRADUATE		TYPE DEGREE RECEIVED	MAJOR COURSE STUDY
			Yes	No		
High School						
College, University or Professional School						
Other Training or School						

EXPERIENCE: Describe your duties fully. If you held several different positions with the same employer, list each separately. Begin with the MOST RECENT employment and work backward consecutively. If you need more space, list in the same format on blank 8½ x 11 sheets.

LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
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LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

EXPERIENCE (LIST ANY ADDITIONAL WORK EXPERIENCE OR VOLUNTEER WORK - ACCOUNT FOR ALL TIME SINCE SCHOOL)

DATE (Mo. & Year)		NAME OF EMPLOYER	ADDRESS	YOUR TITLE	YOUR SALARY	REASON FOR LEAVING
From	To					

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

VOLUNTARY EEO SELF-IDENTIFICATION QUESTIONNAIRE

Applicants are considered for all positions without regard to race, color, sex, national origin, veteran status, or disability status. As an Affirmative Action/Equal Employment Opportunity employer, The First Judicial District of Pennsylvania complies with government regulations and affirmative action responsibilities. This information will be kept confidential.

It is requested that each applicant for employment with the First Judicial District of Pennsylvania - Philadelphia County provide the following information. This information is voluntary and will not be considered in the selection process.

I choose not to self Identify

1. Ethnic Group (*please check one*)

- Hispanic or Latino
- White (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Native Hawaiian or Pacific Islander (not Hispanic or Latino)
- Asian (not Hispanic or Latino)
- American Indian or Alaskan Native (not Hispanic or Latino)
- Two or More Races (not Hispanic or Latino)

2. Gender: _____

3. Position Applied For: _____

I certify that the above information is true and correct. (*Please print legibly*)

Date: _____

Name: _____

(Signature)