POSTING DATE: December 13, 2016
REMOVAL DATE: December 27, 2016

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Court Administrative Officer V, Finance Manager
Office of Judicial Records

(Open to New Hires, Promotions or Transfers)

SALARY: $69,947 - $77,943 (G30)

REQUIREMENTTS:

1. Bachelor's degree from an accredited college or university.
2. Seven (7) years of administrative experience with two (2) years served at the Court Administrative Officer IV level.

   OR

   Equivalent combinations of training and experience providing the characteristics required to perform the essential functions of the class may substitute.
3. City residency required within six (6) months of satisfactory completion of an orientation period.
4. Ability to perform the essential functions of the position.

PREFERRED REQUIREMENTS:

1. Experience in the use of accounting spreadsheets.
2. CPA or experience managing a small-medium accounting department.
3. Experience in the use of BANNER and CPCMS case management systems.

This position will act as the Financial Manager and is located in the Accounting Unit of the Office of Judicial Records. As such, this position is responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. In addition, this position is expected to assist the Department's Chief Financial Officer with review of SOP's and other business practices on the Criminal and Civil side of the Department. This position is entrusted with implementation of projects related to financial needs across the Department. The position directly supervises four staff accountants and one cashier and is responsible for managing the team and ensures that work is properly allocated and completed in a timely and accurate manner. In addition, this position is expected to assist with the financial and operational needs of other units on the Criminal Division.

GENERAL DEFINITION:

This is managerial work directing the operations of a major court function. This class is distinguished from the next lower level by the court-wide impact of assigned functions, and degree of accountability reflected in effective overall court administration and participation in policy recommendation and implementation. Supervision is exercised over a large number of unskilled, skilled clerical, and/or a small group of professional employees, depending upon assignment.

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.

- Directs the operation of a major court function.
- Plans, organizes, staffs and coordinates the work of a group of professional, technical and clerical personnel.
- Schedules work priorities, reviews completed work for quality and conformance to established standards.
- Develops standards, methods, and procedures for evaluating and improving operational activities.
- Initiates changes as required; ascertains that standards of quality and quantity are met by various units.
- Reviews and approves purchase requisitions for major cost items.
- Provides input for the preparation of the court system's budget request.
- Makes policy recommendations to higher level administrators; attends periodic staff meetings.

MARGINAL FUNCTIONS:

- Performs related work as required.

ENVIRONMENTAL CONDITIONS:

- Standard office conditions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Thorough knowledge of office management standards, procedures, and practices.
- Thorough knowledge of English usage and grammar.
- Thorough knowledge of supervisory methods and practices.
- Considerable knowledge of the principles of procedures analysis, work simplification, and forms and records control.
- Considerable knowledge of the principles, standards, and goals of administrative organization and management.
- Ability to learn, within a reasonable period of time, the functions, policies, procedures and operations of the court unit to which assigned.
- Ability to supervise a moderate sized group of clerical and technical employees engaged in varied tasks.
- Ability to represent the assigned unit in conferences and meetings with the public and private officials.

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