

**POSITION ANNOUNCEMENT  
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
EQUAL OPPORTUNITY EMPLOYER**

**POSITION: COURT REPRESENTATIVE I  
FAMILY COURT DIVISION**

**(Open to promotion, transfer and new applicants)**

**SALARY: \$36,481 – \$39,848 (G12)**

**REQUIREMENTS:**

1. High school diploma or equivalent.
2. One or two years of legal clerical experience.

**OR**

Equivalent combinations of training and experience which provide the characteristics required to perform the essential functions of the class may be substituted for those listed.

3. Successful completion of a panel review and interview process after meeting the minimum standards.
4. City residency required within six months of satisfactory completion of an employment orientation period.
5. Ability to perform the essential functions of a position in this class.
6. Valid Pennsylvania driver's license prior to and during tenure of employment.

**GENERAL DEFINITION**

This is responsible specialized work representing the Truancy Unit (Project Start) in the Family Division. The Truancy Court Representative's function is to prepare court lists for four regional Court sites. The Truancy Court Representative is also required to travel to four different locations around the city on a daily basis. Work is performed under the supervision of an administrative supervisor. An overall knowledge of the entire system and its functioning is to be coupled with interacting with many different agencies.

**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.***

- Creates truancy petitions.
- Creates truancy court lists and prepares for distribution.
- Provides court lists to judges, hearing officers, court facilitators, DHS, School District of Philadelphia and other agencies.
- Records dispositions and additional data pertaining to truancy during court hearings.
- Completes outcome of Court work upon return from court such as preparing for court ordered Writ services, distribution of court orders to DHS, Providers, and clients (if applicable).
- Conducts field work throughout the city during the school year (September through June).

- Performs typing and related clerical work required for preparation of court lists when not at court hearings.
- Perform related work, as assigned

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

- Knowledge of the operation, principles and practices of the 10 % cash bail, release on recognizance, conditional release, investigation and warrant service programs of the Pretrial Services Division.
- Some knowledge of office practices and procedures.
- Ability to elicit information from defendants.
- Ability to present ideas effectively, both orally and in writing.
- Ability to learn, within a reasonable period of time, the purpose, functions and scope of the court involving the assigned function.
- Ability to organize and prepare petitions and related legal documents consistent with assigned function in accordance with appropriate practices and procedures of the Pretrial Services Division.
- Ability to establish and maintain effective working relationships with associates, defendants, members of the bar, the judiciary and other court officials, prison staff and the public.

## **MARGINAL FUNCTIONS**

Answers the telephone and greets callers.

## **ENVIRONMENTAL CONDITIONS**

- Standard courtroom and office conditions.
- Direct contact with diverse court clientele.
- Exposure to outside weather conditions.

**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.**