

Position:	Coordinator, Court Access (Attorney)	Starting Salary Range:	\$72,143 – 85,077
Position ID #:	22-11	Location:	Harrisburg
Organization:	AOPC	Category:	Professional
Department:	Deputy Court Administrator	Posting Date:	2/9/22

Remarks: Starting salary will vary depending upon the qualifications and employment history of the selected candidate.

Description:

This is professional administrative and legal work monitoring and facilitating compliance with UJS rules and policies governing language and disability access, relevant state and federal laws regarding reasonable accommodation under Title II of the Americans with Disabilities Act (ADA), and language access under Title VI of the Civil Rights Act of 1964. Responsibilities include developing and implementing statewide policy for Supreme Court approval; researching and analyzing trends impacting ADA and language access to ensure UJS entities remain in compliance; and serving as a liaison between the AOPC and numerous court and government entities to respond to concerns or questions. Work is performed independently using sound judgment and discretion.

Typical Duties:

- Manages the development and maintenance of standards, rules and procedures for the judiciary to remain in compliance with Title VI of the Civil Rights Act of 1964, Title II of the ADA, and relevant UJS policies.
- Provides legal advice, counsel, support and technical assistance to judicial districts to ensure that programs, services and activities of the PA courts are accessible to the public. Represents the judiciary in administrative investigations involving Title VI and Title II issues.
- Provides direction to AOPC departments and judicial districts to develop strategies that ensure compliance with applicable laws, regulations and rules.
- Serves as the main point of contact with state and federal authorities and with entities within the UJS on such matters; reports regulatory activities to the US Department of Justice.
- Monitors legislation and drafts rules and orders to accommodate changes in the law.
- Ensures UJS entities create, maintain, update (as necessary), and communicate language access plans and ADA public access policies.
- Develops and presents educational and training programs for UJS staff and judges on court access topics.
- Coordinates internal compliance review at state and judicial district level and facilitates corrective action.
- Drafts progress reports on the implementation of plans and procedures to facilitate compliance with Title VI and Title II.
- Assists litigation attorneys in court cases involving Title VI and Title II issues.

Minimum Qualifications:

- Graduation from an ABA-approved school of law;
- Member of the Bar of the Supreme Court of Pennsylvania, or eligibility for certification; AND
- Three years of progressively responsible professional legal experience.

Additional Requirements / Preferences:

- Satisfactory criminal background check required.
- Strong oral and written communication, presentation, organizational, and interpersonal skills required.

How to Apply:

Apply online at www.pacourts.us/judicial-administration/human-resources/job-openings/.

AOPC - Human Resources
 PO Box 61260
 Harrisburg, Pennsylvania 17106-1260

Unified Judicial System Hiring Policy

The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. UJS hiring and employment policies and procedures are intended to conform to all applicable state and federal laws governing fair and nondiscriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.