



District Court Administrator

Department: 46th Judicial District

Location: Clearfield, PA

Salary: \$50,000- \$63,530

Post Date: 4/5/2024

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

Description

This senior management position manages and operates court functions for the 46th Judicial District, including human resources, finance, facilities management, jury management, MDJ offices, and oversight of all court-related departments.

◆ Typical Duties

- Ensures the implementation of the President Judge's strategic vision for the 46th Judicial District while managing day-to-day court operations.
- Manages, mentors, trains, and maintains an effective team and positive work culture.
- Prepares and manages annual budgets for the Court of Common Pleas, MDJs, and Court Administration.
- Presents annual budget to County Commissioners and the Controller for approval, advocating for the Court.
- Compiles and reports statistics related to civil court, Orphans' Court, Family Court, PFA, and Jury cases to the Administrative Office of Pennsylvania Courts (AOPC).
- Oversees purchases as needed, pays bills incurred by the Court, and responds to requests for ad hoc and annual expenditure information for reimbursement.
- Ensures the Emergency Action Plan protocols to prepare for, respond to, and recover from any threat, emergency, or disaster, guaranteeing that critical court operations can continue.
- Acts as a liaison between judges, County Commissioners, courtroom personnel, attorneys, and other court offices.
- Develops and maintains knowledge of case management and information systems. This includes the Common Pleas Criminal Case Management System (CPCMS), Magisterial District Judge System (MDJS), Clearfield County's Common Pleas Civil Case Management System, and other third-party software used in Court Operations.
- Oversees and administers the jury system efficiently and cost-effectively while complying with legal requirements, policies, and procedures.
- Acts as the Language Access Coordinator under the Americans with Disability Act and as the designated Right to Know Officer for Court Records for Clearfield County.
- Assigns Court-Appointed Counsel for all criminal matters. Review and approve petitions for payment and court-appointed counsel.
- Primary contact for bail bondsman and members of the public who are interested in posting bail for defendants before their trial.
- Utilizes the annual court calendar to schedule and pay for out-of-courthouse facility rentals in advance, ensuring adequate room for all court events.

◆ **Minimum Qualifications**

- Bachelor's degree in Judicial, Business, or Public Administration or a closely related field, PLUS
- Two years of professional-level experience in court management or three years of human resource and finance management in a professional setting.
- An equivalent combination of education, experience, and/or training may be considered.

◆ **Additional Qualifications/Preferences**

- A law degree is preferred but not required.
- Satisfactory criminal background check 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.