Description:

This is professional judicial program work assisting the Administrator of the Office of Elder Justice in the Courts (OEJC) through the creation, implementation, management and evaluation of programs and activities. Duties are performed under limited supervision.

Typical Duties:

- Plans, coordinates, implements and monitors OEJC programs and activities.
- Monitors and manages the daily activities related to the OEJC’s annual budget. Maintains data and systems to track expenditures and generate reports.
- Identifies needs for existing programs and suggests activities for and/or develops new programs.
- Assists in reviewing, analyzing and recommending policies and procedures for OEJC programs and activities.
- Identifies program issues and recommends solutions.
- Provides program assistance to members of the Advisory Council on Elder Justice and the Courts, judges, court personnel and elder justice entities on a variety of elder justice issues.
- Develops data collection methods to track programs and activities. Works with existing databases to generate reports. Analyzes, summarizes and disseminates data and findings about programs and activities. Produces narrative, graphical and statistical reports.
- Assists in the evaluation of programs to determine whether goals, objectives and program needs are being met.
- Assists in the creation, development and presentation of trainings and educational presentations. Designs and creates training materials, manuals, bulletins, and other user aides for programs and activities.
- Represents the OEJC in meetings with courts and elder justice agencies.

Minimum Qualifications:

- Bachelor’s degree in Judicial, Business or Public Administration, or closely related field; AND
- Two years of experience in court management/administration or three years of varied office management work, including experience in managing and analyzing programs.
- An equivalent combination of education, experience, and/or training may be considered.

Additional Requirements / Preferences:

- Occasional travel throughout Pennsylvania required.
- Excellent oral and written communication skills required.
- Proficiency in Word, Excel and PowerPoint required.
- Professional-level experience in the management of a budget preferred.
- Satisfactory criminal background check required.

How to Apply:

Apply online at [www.pacourts.us/judicial-administration/human-resources/job-openings/](http://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.