

JOB ANNOUNCEMENT
ARBITRATION ADMINISTRATOR

This position involves the coordination of civil arbitration case assignments for the Court in the Civil Trial Section of the 32nd Judicial District. The Arbitration Administrator assists the Civil Section with implementing any procedures or programs which contribute to the efficient dispositions civil arbitration cases, motions, petitions and applications in the section. The Administrator further compiles in house statistics and statistics for submission to the Administrative Office of Pennsylvania Courts. The Arbitration Administrator works under the general direction of the President Judge, Civil Liaison Judge and District Court Administrator. The Administrator coordinates the processing and management of arbitration cases in the system with the judiciary and various local and state agencies including the Office of Judicial Support. The Administrator responds to inquiries by counsel, litigants and public.

Typical Duties:

- Exercises immediate supervision of staff engaged in operation of arbitration program
- Prepares various schedules for Court operations related to civil arbitration cases.
- Prepares various statistical reports for Court and AOPC
- Oversees the assignment of all arbitration cases , motions, petitions, stipulations for the Court
- Daily review of arbitration processing and resolves issues related to arbitration civil court function

Minimum Qualifications:

- Bachelor's degree in Judicial, Business, or Public Administration, with varied office management work including experience in personnel management.
- An equivalent combination of education, experience, and / or training may be considered.

Preferred

- **Candidates holding a JD are preferred**

How to Apply:

On or before **Friday September 4, 2020**, Apply by letter of interest and resume online at roletteb@co.delaware.pa.us

Send to

Beth Rolette
Director
Internal Management
201 West Front Street
Delaware County Courthouse
Media, Pa. 19063.

32nd Judicial District / Delaware County Court of Common Pleas Hiring Policy

The 32nd Judicial District , Delaware County Court of Common Pleas 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.