



ADMINISTRATIVE OFFICE
of PENNSYLVANIA COURTS

Position:	Deputy Administrator, Trial Court	Starting Salary Range:	\$56,954 - \$75,938
Position ID #:	20-12	Location:	Media
Organization:	Unified Judicial System	Category:	Management
Department:	32 nd Judicial District, Delaware County	Posting Date:	5/4/20

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

Description:

This position involves the coordination of weekly criminal case assignments for all Judges in the Criminal Trial Section of the 32nd Judicial District. The Deputy assists the Criminal Section with implementing any procedures or programs which contribute to the efficient dispositions cases, motions, petitions and applications in the section. The Deputy further compiles in house statistics and statistics for submission to the Administrative Office of Pennsylvania Courts. The Deputy works under the general direction of the President Judge, Criminal Liaison Judge and District Court Administrator. The Deputy coordinates the processing and management of criminal cases in the system with the judiciary and various local and state agencies including the Office of Judicial Support, District Attorney’s Office and Public Defender Office. The Deputy responds to inquiries by counsel, litigants and public. Deputy assists court with planning and coordination of specialty courts and programs.

Typical Duties:

- Exercises immediate supervision of staff engaged in operation of Criminal section
- Prepares various schedules for Judicial and Magisterial District Judges staff
- Conducts weekly criminal arraignments
- Prepares various statistical reports for Court and AOPC
- Oversees the assignment of all criminal cases, motions, conflict counsel petitions for the Court
- Daily review of criminal processing and resolves issues related to criminal court function

Minimum Qualifications:

- Bachelor’s degree in Judicial, Business, or Public Administration, or closely related field; AND
- Three years of experience in court management or four years of varied office management work including experience in budgeting, procurement, and personnel management.
- An equivalent combination of education, experience, and / or training may be considered.

Additional Requirements / Preferences:

- 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.