



ADMINISTRATIVE OFFICE
of PENNSYLVANIA COURTS

Position:	Deputy District Court Administrator	Starting Salary Range:	\$50,000 - \$58,424
Position ID #:	22-20	Location:	Stroudsburg
Organization:	Unified Judicial System	Category:	Professional
Department:	43 rd Judicial District, Monroe County	Posting Date:	3/28/22

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

Description:

This professional position assists the District Court Administrator (DCA) with daily management of the Monroe County Court of Common Pleas. The Deputy District Court Administrator coordinates projects with multiple court departments and county agencies. Responsibilities include management of jury operations, case flow operations, records management, Human Resources (HR) management, COOP planning, and budget preparation. In the absence of the DCA, the Deputy District Court Administrator assumes the functions and responsibilities of the DCA. Work is performed with a high degree of independence and confidentiality under the supervision of the DCA and at the direction of the President Judge (PJ).

Typical Duties:

- Oversees HR management of assigned court departments including hiring, terminations, discipline, professional development, and team-building.
- Oversees operational oversight of assigned court departments including caseflow management, data collection and analysis, scheduling, managing Right to Know requests, and strategic planning efforts.
- Assists with the creation of the annual budget and oversees budgeting of assigned court departments.
- Serves as liaison to AOPC for creation of unified practices among all courts in the Commonwealth such as Continuity of Operations Planning (COOP), compliance with Americans' with Disabilities Act (ADA), providing services to Court users with Limited English Proficiency (LEP), and implementing services for Self-Represented Litigants (SRLs).
- Consults on facilities management issues. Works collaboratively to ensure appropriate security and safety measures are considered.
- Coordinates with county and state-level IT staff to ensure proper use of technology to improve efficiencies and reduce operational costs. Oversees court IT systems and ensures information is posted and available to court users on the court website and other web-based information sources.
- Provides assistance or coverage to other departments as needed (i.e., in the absence of the Deputy Court Administrator responsible for direct oversight of the Magisterial District Court operations, assumes the functions and responsibilities of same).
- Performs other related duties / responsibilities as assigned.

Minimum Qualifications:

- Bachelor's degree in Business Administration, Management, Criminal Justice or closely related field (JD degree and PA Bar membership preferred).
- Two years of experience in court management or three years of varied office management work including professional-level experience in budgeting, procurement, and human resource 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.