

Position:	Deputy Court Administrator	Starting Salary Range:	\$43,315 – 57,753
Position ID #:	09-40	Location:	York
Organization:	Unified Judicial System	Category:	Court Management
Department:	19 th Judicial District, York County	Posting Date:	

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

Description:

This management position is responsible for initiating and executing the entire Human Resources function of all York County Court of Common Pleas and Magisterial District Court departments. This includes, but is not limited to, recruiting, hiring, training, evaluating, disciplining and termination. The selected candidate also serves as liaison between the President Judge and Court departments. Work is performed with a high degree of independence while exercising sound judgment and discretion under the direct supervision of the District Court Administrator.

Typical Duties:

- Serves as direct liaison between the President Judge / District Court Administrator and directors, supervisors and professional and clerical staff for all court-appointed departments (460 employees).
- Recruits, interviews, tests and assesses applicants for all vacancies in Court Administration, Domestic Relations, District Courts, Adult Probation, Juvenile Probation and Divorce Masters.
- Establishes, implements and monitors policies and procedures relative to the day-to-day operation of all court departments.
- Completes time and attendance and payroll for Court Administration, Judicial staff and Divorce Master offices.
- Coordinates 19th Judicial District personnel, leave and ADA responsibilities.
- Prepares and monitors \$6,250,000 court administration and judicial budgets annually, assuring compliance of purchases and invoices with the County Code system; approves all purchases for the department and judicial staff.
- Maintains an up-to-date knowledge of Federal and state employment laws, unemployment and court-mandated rules and/or regulations with regard to employees.
- Processes and approves FMLA and requests for other types of leave for all court departments.
- Serves as liaison between court-appointed departments and York County Human Resources Department, including obtaining York County Salary Board approval to create additional Court positions and/or salary increases.
- Supervises court administration staff, including hiring, performance evaluations, coaching, training, disciplining and problem solving to assure the office operates smoothly and efficiently.

Minimum Qualifications:

- Bachelor's degree in Judicial, Business, or Public Administration; AND
- Three years of experience in varied office management or staff work; OR
- An equivalent combination of education, experience, and / or training may be considered.

Miscellaneous Requirements:

- Satisfactory criminal background check required.

How to Apply:

Candidates interested in applying for this position are requested to submit a written resume (video or audio resumes will not be accepted), along with a cover letter noting position title, position ID #, and salary requirements to:

AOPC - Human Resources

PO Box 61260

Harrisburg, Pennsylvania 17106-1260

(OR)

Human.Resources@pacourts.us

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, ancestry, religious creed, 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. All hiring policies and procedures are intended to conform to all provisions of the Pennsylvania Human Relations Act, the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and all other state and federal statutes governing fair and non-discriminatory hiring practices.