

POSTING DATE: 11/16/2012  
REMOVAL DATE: 11/26/2012

**POSITION ANNOUNCEMENT  
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
EQUAL OPPORTUNITY EMPLOYER**

**POSITION: TIPSTAFF I (GENERAL)  
Traffic Court**

***(Open to New Hires, Promotion and Transfer)***

**SALARY: \$36,186 - \$39,657 (G/T14)**

**FILING DEADLINE: Monday, November 26, 2012 4:00 p.m.**

Applications are being accepted for the qualifying examination for Tipstaff I (General), Philadelphia Traffic Court. Qualified applicants may apply by submitting a resume and completed application to the Office of Human Resources, Room 668 City Hall, Philadelphia, PA 19107. **No faxes please.**

**REQUIREMENTS**

1. High school diploma or equivalent.
- OR
2. Equivalent combination of training and experience providing the characteristics required to perform the essential functions of the class may substitute.
3. Continued city residency.
4. Ability to perform the essential functions and work in the environment for the position.
5. Must pass the written examination\*.

**\*Those selected to advance to the examination phase will be notified by separate correspondence at a future date.**

**GENERAL DEFINITION**

An employee in this class announces the opening of court and performs various duties which facilitate courtroom proceedings.

The employee performs entry level escort, announcement, and ceremonial work in a court of law to ensure courtroom decorum, compliance to courtroom procedures, and facilitates the overall function of the court during legal activities.

## **ESSENTIAL FUNCTIONS**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Prepares the courtroom prior to proceedings.
- Opens court by reciting standard announcements.
- Maintains order in the courtroom at all times.
- Swears in defendants.
- Maintains and accounts for all case files listed for trial.
- Maintains a daily total sheet for all case files.
- Provides limited courtroom security.
- Checks bags and packages of persons entering courtroom.
- Verifies emergency phones are working.
- Ensures that all forms, subpoenas, payment plans and orders issued by the presiding judge are complete.
- Locks all courtrooms when not staffed.
- Ensures that all cases are properly signed, priced and adjudicated correctly.
- Ensures that all cases are disbursed to the Court Listings Department for disposition.
- Assures the integrity of the proceedings.
- Assures that all parties required for trial are present.
- Maintains all necessary records as indicated by current courtroom procedures.
- Escorts defendants to the disposition area.
- Carries out the orders of the judge and assists with miscellaneous duties.

## **MARGINAL FUNCTIONS**

Answers the telephone or may greet callers.

Provides general information pertaining to assigned function.

Replenishes computer printer, copier or fax machine paper supplies.

Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

- Knowledge of eTIMS software.
- Knowledge and understanding of State and Local Rules of Procedure relating to continuances, entry and withdrawal of appearance, sentencing orders, scheduling orders, etc.
- Knowledge of impoundment procedures.

## **ENVIRONMENTAL CONDITIONS**

Standard courtroom conditions.

Direct contact with diverse court clientele.

**The First Judicial District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.**