POSTING DATE: 11/3/2015
REMOVAL DATE: 11/17/2015

PROMOTIONAL EXAMINATION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: TIPSTAFF II (GENERAL)
Municipal Court (Open to promotion within MC Only)

SALARY: $39,948 - $43,980 (G/T18)

APPLICATION CLOSING DATE: November 17, 2015 4:00 PM

The examination will be conducted on ___(To Be Announced)___. The examination cannot be rescheduled.

ELIGIBILITY/REQUIREMENTS:

1. Presently assigned and classified as a Tipstaff I (General) with the Municipal Court.
2. Five (5) or more current years' experience classified as a Tipstaff I (General) to qualify for the written examination.
3. High school diploma or equivalent to completion of the twelfth (12) school grade.
4. Ability to use a computer for long periods of time and perform real-time data entry in the courtroom. Extensive knowledge of CPCMS & CDMS.
5. Ability to perform the essential functions of the position.

GENERAL DEFINITION

This is work performed in a court of law for the purpose of insuring the proper operation of courtroom procedures and providing for the overall functioning of the courtroom. An employee in this class announces the opening of court and performs various other duties which facilitate the courtroom proceedings.

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.

- Manages daily courtroom operations, in session, to ensure their efficient operation, and provides hands on coverage as a general tipstaff in courtrooms as needed.
- Prepares the courtroom, cases and participants prior to the beginning of proceedings; opens court by reciting standard announcements; swears in witnesses, secures signatures on subpoenas and assists in record keeping and standard operations as defined by the President Judge.

- Assists in the security of the courtroom; insures that proper decorum is maintained in every Municipal Court Courtroom.
- Assures the integrity of the proceedings; assures that all parties required for the proper conduct of the case are present; maintains all necessary records as indicated by current courtroom procedures; carries out the Orders of the Judge.
- Performs real time data entry for all calendaring/scheduling in CPCMS.
- Maintains and operates various computers and equipment in the courtrooms and adjacent court areas, as needed.
- Possesses excellent interpersonal and communication skills with all criminal justice partners.
- Comprehensive understanding of CPCMS, DCMS, Video and their applicability in courtrooms
- Ability to work responsibly with supervisors in resolving myriad issues as encountered and reported.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Ability to learn and apply courtroom needs and techniques in criminal and civil court proceedings.
- Ability to learn and apply administrative rules and regulations relating to court proceedings and operations.
- Ability to follow written and oral directions and to communicate effectively (both orally & in writing).
- Ability to establish and maintain effective working relationships with the members of the judiciary, attorneys, associates and the general public.

The First Judicial District is an Equal Opportunity Employer. In accordance 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.