

POSTING DATE: 4/14/15
REMOVAL DATE: 4/24/15

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

POSITION: TIPSTAFF I
Trial Division, Court of Common Pleas

(Open to Promotion, Transfer and New Hires)

SALARY: \$38,389 - \$42, 071 (G14)

FILING DEADLINE: Friday, April 24, 2015 at 4:00 pm

Applications are being accepted for this position. Qualified candidates may apply by submitting a completed application, cover letter and résumé to the Office of Human Resources, Room 668 City Hall, Philadelphia, PA 19107. **No email or facsimile submissions will be accepted.**

REQUIREMENTS:

1. High school diploma or equivalent.

OR

Any equivalent combination of training and experience determined to be acceptable by the First Judicial District of Pennsylvania, which also includes a high school diploma.

2. City residency required within (6) months of satisfactory completion of an employment orientation period.
- 3 . Ability to perform the essential functions of the position.

GENERAL DEFINITION

Performs entry level escort, announcement and ceremonial work in a court of law to ensure courtroom decorum, compliance to courtroom procedures, and the facilitation of overall court functioning during legal activities. An employee in this class announces the opening of court and performs various duties which facilitate 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.

- Prepares the courtroom prior to the beginning of proceedings.
- Opens court by reciting standard announcements.
- Reads bills of indictment.
- Swears in witnesses and jurors.
- Assists in the process of selecting a jury.

- Marks and records exhibits.
- Provides limited courtroom security.
- Checks bags and packages of persons entering courtroom.
- Verifies that emergency phones are working.
- Insures that newspapers are kept out of the courtroom.
- Escorts jury panels to Deliberating Room and to and from meals and hotel.
- Stays with sequestered jury panels overnight.
- Makes necessary arrangements for sequestered jury panels in accordance with current rules, regulations and procedures.
- Assures the integrity of the proceedings.
- Assures that all parties required for the proper conduct of the trial are present.
- Maintains all necessary records as indicated by current courtroom procedures.
- May be required to perform various data entry functions related to the court's automated systems.
- Carries out the orders of the judge.

ENVIRONMENTAL CONDITIONS

- Standard courtroom conditions.
- Direct contact with diverse court clientele.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR PERFORMING ESSENTIAL FUNCTIONS

- Ability to learn and apply, within a reasonable period of time, courtroom needs and techniques in civil, criminal or Traffic Court proceedings.
- Ability to learn and apply nonjudicial, civil, criminal and Traffic Court trial procedures, rules and regulations relating to court proceedings and operations.
- Ability to communicate effectively and follow written and oral directions.
- Ability to establish and maintain effective working relationships with the members of the judiciary, jurors, attorneys, associates and the general public.

The First Judicial District of PA 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.

EMPLOYMENT APPLICATION		OFFICE USE ONLY		
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA HUMAN RESOURCES <i>An Equal Opportunity Employer</i> The First Judicial District of Pennsylvania does not discriminate on the basis of race, color, religion, age, sex, national origin, veteran status, mental or physical disability.		POSITION		
		File: _____	Test _____	
				REJECTED:
				NOTICE TO TEST (1)
				(2)
				(3)
				RESULTS
(1)				
(2)				
		(3)		
READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM: 1. City residency requirements will be enforced six months after completion of the orientation period of employment. 2. If any pertinent questions are not answered, this application will be rejected. 3. If you do not meet the minimum training and experience qualifications for the position applied for, this application will be rejected. 4. Application must be signed to be accepted, and returned to the Courts' Human Resources Office, Room 668 City Hall, Philadelphia, PA 19107. 5. If you intentionally make any false statements or material omissions, this application will be rejected.				
NAME (Last, First, Middle Initial)—indicate any former names under which you worked or are known.		ADDRESS (City) (State) (Zip)		
EMAIL ADDRESS	HOME PHONE	BUSINESS PHONE		
POSITION APPLIED FOR		SALARY DESIRED		
RELATIVES EMPLOYED BY THE FIRST JUDICIAL DISTRICT OF PA?				
☐ No ☐ Yes NAME(S): _____				
Have you ever been employed by the First Judicial District and/or the City of Philadelphia? Yes _____ No _____ Department(s): _____ Dates of employment: _____ Last title held: _____ Payroll Number: _____ _____		Have you ever been dismissed for inefficiency, delinquency, or misconduct, or been permitted to resign to avoid dismissal? If yes, explain: _____ _____ _____ _____ _____		
Are you currently or have you ever served in the U.S. Armed Services? Yes _____ No _____ If yes, years of service: _____		YES _____ NO _____		
May we contact your present employer for information? Yes _____ No _____ If no, explain: _____ _____ _____		Please provide license, registration, or certification information required for the position you are seeking. Also indicate whether such license, registration, or certification is currently active. _____ _____ _____		
READ THIS APPLICATION AND YOUR ANSWERS CAREFULLY BEFORE SIGNING BELOW				
I certify that the statements made by me in this entire application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that if I knowingly omit or make any misstatement of facts I am subject to disqualification or dismissal and to such other penalties as may be prescribed by law, ordinance, or Personnel Policies. If I am hired, I understand I am being hired as an "at will employee" of the First Judicial District of Pennsylvania. In the event that there is a need for a reduction in force, for any reason, I understand that I may be subject to layoff. I further understand that if there is a layoff I shall not be entitled to displace other court employees solely because of seniority.				
Date _____		Signature _____		

1. I agree to a drug test and to random drug testing during my employment with the FJD (If required by job assignment). ☐ Yes ☐ No

2. I owe fines and costs to the FJD or another court in another jurisdiction. ☐ Yes ☐ No
If yes, detail balances, dates, jurisdictions and reasons for nonpayment.

3. I owe taxes to the City of Philadelphia or other jurisdictions, including the federal government (Wage Tax, Real Estate Tax, Business Privilege Tax or Federal Income Tax). ☐ Yes ☐ No
If yes, detail dates, amounts owed, jurisdictions and reasons for nonpayment.

4. I owe Philadelphia Traffic Court and/or Philadelphia Parking fines or costs. ☐ Yes ☐ No

5. My driver's license is currently suspended or revoked. ☐ Yes ☐ No
If yes, please explain:

The above answers are true and correct to the best of my knowledge and, if untruthful, will subject me to penalties for false swearing in accordance with the laws of the Commonwealth of Pennsylvania.

EDUCATION						
	NAME OF SCHOOL	CITY/STATE	DID YOU GRADUATE		TYPE DEGREE RECEIVED	MAJOR COURSE STUDY
			Yes	No		
High School						
College, University or Professional School						
Other Training or School						
EXPERIENCE: Describe your duties fully. If you held several different positions with the same employer, list each separately. Begin with the MOST RECENT employment and work backward consecutively. If you need more space, list in the same format on blank 8½ x 11 sheets.						
LENGTH OF EMPLOYMENT		FIRM NAME		ADDRESS		CITY AND STATE
From: Mo. _____ Yr. _____						
To: Mo. _____ Yr. _____		TYPE OF BUSINESS		YOUR TITLE		NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE		DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.				
Starting _____ per _____						
Final _____ per _____						
TOTAL HRS. PER WEEK						
REASON FOR LEAVING						
LENGTH OF EMPLOYMENT		FIRM NAME		ADDRESS		CITY AND STATE
From: Mo. _____ Yr. _____						
To: Mo. _____ Yr. _____		TYPE OF BUSINESS		YOUR TITLE		NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE		DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.				
Starting _____ per _____						
Final _____ per _____						
TOTAL HRS. PER WEEK						
REASON FOR LEAVING						
LENGTH OF EMPLOYMENT		FIRM NAME		ADDRESS		CITY AND STATE
From: Mo. _____ Yr. _____						
To: Mo. _____ Yr. _____		TYPE OF BUSINESS		YOUR TITLE		NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE		DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.				
Starting _____ per _____						
Final _____ per _____						
TOTAL HRS. PER WEEK						
REASON FOR LEAVING						
EXPERIENCE (LIST ANY ADDITIONAL WORK EXPERIENCE OR VOLUNTEER WORK - ACCOUNT FOR ALL TIME SINCE SCHOOL)						
DATE (Mo. & Year)		NAME OF EMPLOYER	ADDRESS	YOUR TITLE	YOUR SALARY	REASON FOR LEAVING
From	To					

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

VOLUNTARY EEO SELF-IDENTIFICATION QUESTIONNAIRE

Applicants are considered for all positions without regard to race, color, sex, national origin, veteran status, or disability status. As an Affirmative Action/Equal Employment Opportunity employer, The First Judicial District of Pennsylvania complies with government regulations and affirmative action responsibilities. This information will be kept confidential.

It is requested that each applicant for employment with the First Judicial District of Pennsylvania - Philadelphia County provide the following information. This information is voluntary and will not be considered in the selection process.

I choose not to self Identify

1. Ethnic Group (*please check one*)

Hispanic or Latino

White (not Hispanic or Latino)

Black or African American (not Hispanic or Latino)

Native Hawaiian or Pacific Islander (not Hispanic or Latino)

Asian (not Hispanic or Latino)

American Indian or Alaskan Native (not Hispanic or Latino)

Two or More Races (not Hispanic or Latino)

2. Gender: _____

3. Position Applied For: _____

I certify that the above information is true and correct. (*Please print legibly*)

Date: _____

Name: _____

(Signature)