

POSTING DATE: CONTINUOUS

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

POSITION: Clerical Assistant (Interviewer)
Pretrial Services Department, Trial Division

SALARY: \$13.56 per hour (Interviewing, Monitoring)

FILING DEADLINE: Continuous

Applications are being accepted for this position. Qualified applicants may apply by submitting a **completed application** to the Office of Human Resources, Room 668 City Hall, Philadelphia, PA 19107.

REQUIREMENTS:

1. Bachelor's degree from an accredited college or university.
2. Appropriate experience in the use of personal computers and Windows software applications.
3. City residency at time of employment.
4. Ability to interview and secure information from a diverse population.
5. After meeting minimum application standards by a panel review, must complete an evaluation and interview.
6. Successful completion of a computer test and background check.
7. Ability to perform essential functions of the position.
8. Ability to work varied shift assignments including weekends and holidays, a minimum of 16 hours per week.

GENERAL DEFINITION

This is interviewing and verification work in which the most significant aspect is full-time contact with defendants and others knowledgeable about them. This class conducts face-to-face or video interviews and performs telephonic investigations to obtain factual information that will be presented to a judicial authority for an appropriate release decision. The work differs from other clerical series in the First Judicial District in that it involves daily heavy client contact and is oriented toward a specific issue and an end result. Work is performed under the supervision of a clerical or administrative superior. Assignments require evaluative thinking and are performed in accordance with standard interviewing practices and established routines. Bail interviewing is an around-the-clock function requiring employees to be available for shift assignments and work a minimum of sixteen hours per week. The majority of shift assignments are for weekends, late evening and early morning hours. Employees may also be assigned to perform interviewing or related function in the Warrant Unit or Electronic Monitoring Unit which are also 24-hour functions.

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.

- Interviews defendants to obtain personal, employment and prior criminal histories.

- Verifies addresses supplied by defendants via telephone contact with reliable sources.
- Retrieves and evaluates court history data, such as individual's court appearance records, pending charges and prior criminal record from a computerized database.
- Lodges bench warrants for past failure to appear in court if applicable.
- Completes preprinted forms containing information elicited from defendants and presents them to the presiding judge prior to the preliminary arraignments.
- Conducts additional bail interviews subsequent to arraignment when necessary.
- Additional assignments may require file maintenance and telephone verifications related to bail matters.
- Completes bail certification to initiate the custody release process.
- Determines, verifies and certifies bail and funds received.
- Receives, verifies and records payment for bail certification.
- Prepares all required paperwork, receipts and deposit slips.
- Reconciles account.

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.

ENVIRONMENTAL CONDITIONS:

Standard courtroom and clerical office conditions.

Direct contact with diverse court clientele.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Knowledge of interviewing techniques and principles, bail operations and procedures, and office practices and procedures.
- Ability to effectively communicate orally and in writing.
- Ability to elicit and provide pertinent information.
- Ability to prepare petitions to the court.
- Ability to establish and maintain effective working relationships with superiors, associates, and the general public.
- Ability to make basic arithmetic computations with speed and accuracy.
- Ability to make cash transactions.

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

EMPLOYMENT APPLICATION 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.	<i>OFFICE USE ONLY</i>		
	POSITION		REJECTED:
	File:	Test	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: _____ Are you currently or have you ever served in the U.S. Armed Services? Yes _____ No _____ If yes, years of service: _____ May we contact your present employer for information? Yes _____ No _____ If no, explain: _____ 	Have you ever been dismissed for inefficiency, delinquency, or misconduct, or been permitted to resign to avoid dismissal? If yes, explain: 	YES	NO
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)