

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.