

POSTING DATE: December 8, 2015
REMOVAL DATE: December 15, 2015

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Personnel Technician I (Day Shift 8:30am – 4:30pm)
Municipal Court, Traffic Division

(Open to promotion, transfer and new hires)

SALARY: \$34,470 - \$37,564 (G10)

FILING DEADLINE: Tuesday, December 15, 2015 @ 4:00 P.M.

REQUIREMENTS:

1. High school diploma or equivalent and two years of clerical experience performing varied functions at an increasingly progressive level of responsibility.

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 or equivalent, and a thorough knowledge of Municipal Court policies and procedures.

2. Extensive knowledge of computers and Windows applications (will provide training in specific applications)
3. Successful completion of background check.
4. City residency required within six (6) months of satisfactory completion of an employment orientation period.
5. Ability to perform the essential functions of a position in this class.

GENERAL DEFINITION

This is skilled clerical work in the Court's personnel office. Principal emphasis of the work is upon the responsibility for the initiation and maintenance of the various clerical processes and procedures which comprise the personnel selection functions of the Court's merit system. An important aspect of the work involves a comprehensive knowledge of Court Personnel policies and procedures, and employee benefits. Extensive typing skills in the performance of assigned functions are required.

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.

- Works in conjunction with the units in matters relating to employees.
- Monitoring time sheets for completion and accuracy.
- Notating absences and other time values in the ABRA system.
- Preparing Quality Assurance Logs.

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- Processing of payroll.
 - Preparing Performance Evaluations and acting as a liaison to supervisors ensuring timely dissemination and completion.
 - Performing duties related to confidential employee situations as directed by administration.
 - Preparing correspondence, memoranda and forms relative to violation of FJD and CBA policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Considerable knowledge of court service and related inter-agency personnel regulations, rules, policies, procedures and practices in accordance with work assignment.
- Considerable knowledge of office practices and procedures required in maintenance of First Judicial District of Pennsylvania.
- District central personnel records, files and related documentation.
- Proficiency in use of English language and grammar.
- Ability to make varied basic arithmetic computations with speed and accuracy.
- Ability to type from clear copy at a speed and accuracy level as required by assigned function.
- Ability to establish and maintain effective working relationships with departmental managers, inter-agency personnel and fellow employees in accomplishing assigned functions.

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.