

LUZERNE COUNTY COURT ADMINISTRATION

Job Description

TITLE: Administrative Trial Specialist

REPORTS TO: Court Administrator/Deputy Court Administrator

DEPARTMENT: Court Administration

SALARY: \$27,000 with benefits

Definition:

The position of Administrative Trial Specialist shall be under the direction and supervision of the Office of Court Administration. Primary responsibilities will be to provide administrative assistance to the Court both in and out of the Courtroom to insure efficient procedures, preparation of Court documents, and prompt entry of information into the Court's and statewide data collections system. Other duties include providing support to Court Administration in case flow administration, including the arbitration hearing process.

Examples of Work Performed:

1. In and out of Court data entry
2. Preparation of Courts documents
3. Completion of Court documents as directed by Judge
4. Administrative record keeping
5. Filing of documents
6. Compilation of statistical information
7. Case-flow management
8. Arbitration cases oversight and scheduling
9. As determined by Court Administration

Qualifications: Excellent communications skills, ability to work independently, strong organizational skills and attention to detail.

Additional Requirements/Preferences: Satisfactory criminal background check required and drug and alcohol test. Participate in and satisfactorily complete extensive training in policy and procedure with multiple computer systems.

Skills: Effectively multi-task using computer systems. Receive, comprehend and accurately respond to verbal information and directions. Perform extensive data entry and data retrieval from information systems.

Minimum Education and Experience: High School Diploma and at least 3 years of experience with administrative clerical and/or data entry and retrieval.

The Eleventh Judicial District of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, religious creed, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. All hiring policies and procedures are intended to conform to all provisions of the Pennsylvania Human Relations Act, The Civil Rights Act of 1964, the American with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and all other state and federal statutes governing fair and non-discriminatory hiring practices.

Applicants requiring accommodation, for any part of the application and/or interview process, should contact Human Resources at (570)830-5135

**All interested applicants can send a resume directly to
Melissa.schatzel@luzernecounty.org**