

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

16 AUDIT AND TRAINING COORDINATOR - MDJ
\$19.8331/hr. – 35 HRS/WK.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 07/06/2022

REMOVE: OPEN UNTIL FILLED

Coordinate and communicate details of training methods to the DCA-SC to implement the modular training program and to obtain the necessary equipment, supplies and locations, both in the training facility and off-site, necessary to conduct the trainings.

Develop and evaluate the current processes and procedures being utilized in the magisterial district courts and suggest revisions or further need for development.

Provide one-on-one, small group or large group training.

Revise and update all training modules as necessary in accordance with new rules and procedures.

Meet regularly with the DCA-SC, as well as the District Court Administrator and President Judge if necessary, to discuss training needs; address problem areas; and review new procedures.

Collaborate with other county and court offices to develop procedures for handling processes that involve the magisterial district courts and those offices.

Receive training and remain active on the automated magisterial district court computer system.

Attend and participate in trainings offered to maintain the skills necessary to perform the functions of this position.

ADDITIONAL DUTIES

May be required to assist in providing clerical coverage in the magisterial district courts when necessary.

Research rules, statutes and case law when necessary.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Thorough knowledge of the Magisterial District Court procedural operations as detailed in the Pennsylvania Rules of Court, the Administrative Office of PA Courts Automated Procedural Manual and all local rules or administrative orders pursuant to the judicial district.

Thorough knowledge and ability to operate the Magisterial District Judge Computer System.

Ability to communicate in a manner that is precise and encourages a learning atmosphere.

Skills in gathering information and explaining substantive case processing requirements from offices both within and outside the Court.

Skills in organizing workload, establishing priorities and completing tasks timely.

Ability to use spreadsheets, word processing and other programs as required by work assignment.

Ability to establish and maintain an effective working relationships with the magisterial district court staff, the Magisterial District Judges, the District Court Administrator, the President Judge, as well as representatives and department heads of other offices.

ADDITIONAL FUNCTIONS

Exhibits understanding and employs principles of confidentiality.

Displays professionalism and conflict resolution skills when dealing with court users, the public, and colleagues as necessary.

Works collaboratively with colleagues and employees of the Court and County.

Able to work in an environment with varying levels of authority.

Exhibits willingness and ability to adapt to change.

Able to work independently and with minimal supervision; able to exercise discretion and exhibit problem-solving skills.

Understands and displays appropriate courtroom decorum.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) years previous magisterial district court experience and/or training that includes responsible legal, criminal justice and/or administrative functions; or, any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess a valid driver's license and reliable method of transportation.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information; and well developed oral and written communication skills.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.