

## VACANCY NOTICE

*Send resumes to:*

Ms. Sheila Rode, District Court Administrator

Phone: 724-852-5237 email: [srode@greenepacourts.us](mailto:srode@greenepacourts.us)

Greene County Courthouse, 10 East High Street, Waynesburg PA 15370

**POSITION:** Tipstaff (Regular Full Time)

**DEPARTMENT:** 13<sup>th</sup> Judicial District, Office of Court Administration

**SALARY:** \$10.00 per hour, Non-Union, At-Will

**HOURS:** 8:30 am to 4:00 pm Monday to Friday (1/2 Hour Unpaid Lunch)

**BENEFITS:** Full County Benefits after 90 days probationary period

### **OVERALL OBJECTIVE OF THE JOB:**

Assists in maintaining order in the courtroom and directing the jurors during jury trials.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Assists in keeping and maintaining an orderly and formal atmosphere in the courtroom.
2. Makes calls, when directed, to counsel, witnesses, or other people.
3. Attends to the jurors during trial.
4. Handles messages from the jurors to the Court or to their families.
5. Provides jurors with arrangements for their meals and personal needs.

### **OTHER DUTIES OF THE JOB:**

1. Maintains confidentiality of all court affairs.
2. Performs other tasks as assigned by the President Judge or the District Court Administrator.
3. Attends meetings as required.
4. Performs other job-related duties as required.

### **SUPERVISION RECEIVED:**

Receives instructions from the President Judge, Judge, and the District Court Administrator.

### **SUPERVISION GIVEN:**

None

Tipstaff

**WORKING CONDITIONS:**

1. Works indoors in adequate workspace, temperatures, ventilation and lighting.
2. Works with average indoor exposure to noise, stress, and disruptions.
3. Normal indoor exposure to dust/dirt.

**PHYSICAL AND MENTAL REQUIREMENTS:**

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching necessary to carry out job duties.
3. Must be able to pay close attention to details, coordinate efficiently and concentrate on work.
4. Medium work with occasional lifting/carrying of objects.
5. Sedentary work, with occasional coordination movements of fingers/hands to simple movements of feet/legs/torso necessary to carry out job duties.
6. Must be in good general health and demonstrate emotional stability.
7. Must be able to cope with the physical and mental stress of the position.

**QUALIFICATIONS:**

**A. EDUCATION/TRAINING:**

High school diploma or equivalent.

**B. WORK EXPERIENCE:**

Some courtroom experience or training preferred.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of the job.
2. Must possess good communication and interpersonal skills.
3. Must possess ability to function independently, have flexibility and the ability to work effectively with co-workers, attorneys and the general public.
4. Must possess the ability to maintain confidentiality in regard to Court information and records.
5. Must possess the technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
6. Must possess knowledge of modern office practices and procedures and the ability to perform the same in an efficient manner.
7. Must possess mental alertness, clerical and math aptitude and a general knowledge of business, English and grammar and the ability to perform these skills with accuracy and with reasonable speed.
8. Must possess the ability to work independently on tasks.
9. Must possess ability to meet and interact effectively with co-workers and the general public and to respond accurately to routine questions/inquiries regarding Court operations and procedures.

Tipstaff

The Court of Common Pleas, Thirteenth Judicial District of the Commonwealth of Pennsylvania abides by the Supreme Court Rules and Policies, e.g. the Rules of Judicial Administration and the Unified Judicial System Policy on Non-Discrimination and is an Equal Employment Opportunity Employer.

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.