



Criminal Division Coordinator

Starting Salary Range: \$19.29 - \$24.80 per hour
Department: Court Administration
Location: York, PA (York County)
Posting Date: 09/02/2026

Description

This is an intermediate management position charged with responsibility for facilitating and overseeing internal operations of the Criminal Division of the Office of Court Administration. The coordinator is responsible for executing and enforcing policies established by the Director. The coordinator operates with a moderate degree of independence in the execution of daily responsibilities. This position is supervised by, reports to, and acts upon authority delegated by the Criminal Division Director.

Typical Duties

- Understand and articulate case flow and workflow
- Troubleshoot and develop effective training for state and local case management
- Generate, analyze, and report upon workload and caseload statistics
- Develop and evaluate quality control measures
- Identify opportunities to streamline and automate workflow processes
- Keep procedure manuals up to date
- Decide how documents are routed and processed
- Field questions from attorneys, and pro-se litigants

Qualifications

- High school diploma or equivalent
- Two years' administrative experience in a court-appointed or related department
- One-year supervisory experience in a court department preferred
- Substantial knowledge and understanding of the laws, rules, and procedures governing workflow and case flow

How to Apply

- Submit your resume to Billa R. Jamison, Deputy Court Administrator, Human Resources
- BRJamison@YorkCountyPA.gov