

County of Chester, West Chester, Pennsylvania Assistant Family Court Administrator

The Assistant Family Court Administrator will provide administrative assistance and support in expediting the Family Court caseload within the Chester County Court of Common Pleas. This position will also coordinate the Court's Protection from Abuse Petition Process.

Responsibilities include but are not limited to client assistance: interviewing, coordination, scheduling and filing of Protection from Abuse Hearings; scheduling and listing court dates for attorneys and pro se litigants requiring other types of Family Court hearings; assisting the Family Court Administrator with supervisory responsibilities over support staff and assisting with the scheduling of interpreter services and cross training; monitoring the Court's Custody Mediation program including coordinating the yearly mandatory education program, accepting applications for inclusion on the approved mediator list, checking qualifications of mediators for compliance with the rules of civil procedure and addressing any mediator related issues; assist Family Court Administrator as requested and in absence of the Family Court Administrator; perform those duties to ensure continuity of the court's business.

Qualifications/Requirements:

- Bachelor's degree or equivalent combination of education and experience.
- One year of job-related experience.
- Strong verbal and written communication skills.
- Strong organizational skills.
- Excellent interpersonal skills.
- Fluent in Spanish.
- Basic to Intermediate skills to use a personal computer and various software packages.
- Strong customer service and professionalism.
- Ability to work independently and proceed with objectives without supervision and with little instruction.
- Familiar with Pennsylvania Statutes.
- Familiar with Rules of Court and court procedures.
- Knowledge of Protection from Abuse database.
- Ability to maintain confidential information and handle confidential matters.
- Ability to work extended hours, as necessary.
- Perform other duties, tasks and special projects, as required.

Position Type: Full-Time / Exempt

Salary Information: Salary range available beginning at \$34,632.78 annually based on education and experience.

Shift: 8:30 a.m. - 4:30 p.m.

Weekly Hours: 35

Deadline: Applications will be accepted until position is filled. Please apply at www.chesco.org