

County of Berks

POSITION DESCRIPTION FORM

Position Title: Juvenile Court Administrator

Department: Juvenile Probation Office **Reports To:** (Title) Chief JPO

Wage Category: **Exempt** **Non-Exempt**

EEO-1 **Union**
Category: Paraprofessional **Classification:** Non-union

POSITION SUMMARY: This position coordinates the day-to-day case processing operations of the Juvenile Probation Office and the Juvenile Court. In consultation with the assistant chief JPO for Administrative Services, the Juvenile Court Administrator oversees the scheduling of all Juvenile Court hearings and the processing referrals. With the adoption of the Common Pleas Court Management System (CPCMS) in 2015, the Juvenile Court Administrator serves as the clerk of Juvenile Court ensuring that all referrals, orders and outcomes are entered into CPCMS properly. The Juvenile Court Administrator serves as the liaison with the Juvenile Court Judges' Commission (JCJC) IT staff and is responsible for the accuracy of information entered into JCJC's Juvenile Case Management System (JCMS). The Juvenile Court Administrator provides reports from JCMS on at least a monthly basis and if able, designs reports as requested.

The Juvenile Court Administrator oversees the office support staff attached to Juvenile Court processing. The Juvenile Court Administrator is responsible for their direct supervision and training and consults with the Chief JPO on matters of hiring and discipline. The Juvenile Court Administrator also serves as the Terminal Agency Coordinator for the office's Commonwealth Law Enforcement Assistance Network (C.L.E.A.N.) terminal. These responsibilities include performing background checks, serving as the point person for audits by the Pennsylvania State Police and maintaining records related to the use of C.L.E.A.N. and the Pennsylvania Justice Network (JNET).

POSITION RESPONSIBILITIES:

Essential Functions

1. Ensures that all referrals to the juvenile court are processed timely and accurately, both within JCMS and CPCMS.
2. Coordinates, oversees, and schedules all Juvenile Court adjudication, disposition, review and detention hearings.

Effective Date
12/15/2003

Revision Date
11/28/2018

3. Responsible for ensuring attorney representation for all juveniles appearing in Juvenile court including the Public defender's office, conflict counsel and private counsel.
4. Assists administrative staff in establishing and maintaining office policies and workplace norms. Responds to inquiries by the general public, police officers, attorneys and employees regarding scheduled court cases.
5. Acts as the clerk of the Juvenile Court by ensuring that all hearings, outcomes and orders are processed accurately and timely within CPCMS and that orders are distributed properly.
6. Provides oversight of JCMS ensuring that data is entered correctly, new employees are trained properly and reports are available to staff.
7. Trains, supervises and evaluates office support staff, including those not assigned to Juvenile Court processing. Authorizes time off for office support staff and reassigns work responsibilities as necessary.
8. Ensures department compliance with C.L.E.A.N., JNET and the Pennsylvania State Police.
9. Oversees the maintenance of all juvenile files. Annually reviews files for destruction or archiving and ensures compliance with Administration of Pennsylvania Courts (AOPC) record-keeping standards.
10. Along with the assistant chief JPO for Administrative Services, oversees the expungement of cases as per office policy.
11. Responsible for ensuring those supplies necessary for Juvenile Court and Juvenile Probation Office processing are ordered as necessary.
12. Physical presence required in the office.

Non-Essential Functions

None.

MINIMUM EDUCATION AND EXPERIENCE:

1. Associates Degree in a related field is preferred.
2. Five years of business or office experience with demonstrated ability to supervise others.
3. Any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Prior experience with CPCMS and JCMS preferred, although not required.
2. Proficiency in Microsoft Office, especially Word and Excel.
3. Ability to train, assign tasks and review the work completed by office support staff.
4. Ability to communicate effectively both orally and through written expression.
5. Ability to work independently and as a member of a team.
6. Ability to compile and analyze information and data.
7. Ability to abide by ethical standards, adhere to agency policies, demonstrate cultural competence, and convey same to subordinate staff.

PHYSICAL DEMANDS:

Work involves walking, talking, hearing, using hands to handle, feel objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 10 pounds a distance of fifteen (15) feet or less.

WORKING ENVIRONMENT:

Normal office environment.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION

Signature of Employee

Date

Signature of Supervisor

Date
