



## County of Berks POSITION DESCRIPTION FORM

<b>Position Title:</b>	<b>Judicial Coordinator</b>		
<b>Department:</b>	Court Administration	<b>Reports To: (Title)</b>	Supervising Judge
<b>Effective Date:</b>	June 2002	<b>Revision Dates:</b>	August 2019 November 15, 2019
<b>Wage Category:</b>	<input checked="" type="checkbox"/> <b>Exempt</b>	<input type="checkbox"/> <b>Non-Exempt</b>	
<b>EEO-1 Category:</b>	Paraprofessional	<b>Union Classification:</b>	N/A

### POSITION SUMMARY:

The Judicial Coordinator assists the Berks County Common Pleas judge in the administration of his/her caseload by preparing and maintaining records for arraignments, pre-trials, trials, and hearings; preparing daily and weekly court schedules; preparing orders for the judge's signature; notifying appropriate managers and employees of the judge's schedule and decisions; preparing the courtroom or meeting room, including data systems used for tracking information and preparing court orders; and assisting the judge with his/her daily duties.

### POSITION RESPONSIBILITIES:

#### *Essential Functions*

1. Prepares, maintains, and distributes court schedule. Arranges or coordinates dates for trials, pre-trials, case status hearings, planning discussions, review boards, and other meetings.
2. Prepares courtroom or meeting room per the judge's standing orders or daily instructions.
3. Retrieves and provides the judge with the necessary files required to hear a case, prepare for a meeting, or plan an agenda.
4. Prepares court orders for judge's signature.
5. Notifies Common Pleas judges, managers, employees, attorneys, and other appropriate people of the judge's daily court and activity schedule.
6. Files appropriate papers with the Clerk of Courts, Prothonotary, and/or Register of Wills.
7. Reviews and distributes pre-sentence investigations and completes all required sentencing forms.
8. Researches credit time served for each defendant.
9. Completes the probation or parole plea sheets.
10. Completes and forwards all official papers and forms to the Adult Probation Office.
11. Files and maintains paperwork for the judge.

12. Maintains all necessary forms in the courtroom.
13. Keeps track of all orders placed on the record.
14. Coordinates jury requirements with Court Administration.
15. Assists the Judicial Secretary and the Law Clerk in completing all tasks and responsibilities assigned by the presiding judge.
16. Posts changes and updates to law books.
17. Directs defendants to the Adult Probation Office.
18. Advises court of the following for driving under the influence offenders: mandatory ignition interlock condition for parole, intermediate punishment program status, accelerated rehabilitation disposition, etc.

### ***Non-Essential Functions***

None.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Each judge will determine the education and experience criteria for the Judicial Coordinator to perform in his/her courtroom.

### **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of Common Pleas Court scheduling rules and procedures.
2. Knowledge of the roles and responsibilities of Court organizations in scheduling cases.
3. Knowledge of the rules of criminal and/or family court procedure.
4. Knowledge of the criminal and/or family code, as required by the presiding judge.
5. Knowledge of the filing procedures with the Clerk of Courts, Prothonotary, and Register of Wills.
6. Knowledge of judicial courtroom procedures for preparing official documents for filing.
7. Knowledge of probation and parole procedures, to include sentencing guidelines and credit time served guidelines.
8. Knowledge of and the ability to query and retrieve information from the Court's AS400 system, Justice Network and other data systems utilized by the Court.
9. Knowledge of secretarial files management procedures and the proven ability to manage and retrieve files.
10. Demonstrated skill in the use of the following software: Lotus Notes, MS Word, MS Excel.
11. Ability to follow instructions, comply with them, and knowledge of the resources available if additional support is needed.
12. Ability to perform mathematical calculations, as set in the Sentencing Guidelines Manual.
13. Ability to research information in automated data systems.
14. Ability to communicate effectively both orally and in writing.
15. Ability to handle stress.
16. Physical presence at the office is required.

**PHYSICAL DEMANDS:**

Position requires the ability to lift up to 25 pounds to waist height and be able to work while standing for 1-3 hours continuously.

**WORKING ENVIRONMENT:**

Supervising judge manages courtrooms and chambers. The supervising judge will provide specific instructions and expectations to the Judicial Coordinator. There is risk for anyone working in the Common Pleas Court. Judicial Coordinator is inherently close to the risks involved in meting out justice. All measures will be enforced to ensure that a Judicial Coordinator is able to work in a safe and secure 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.*