



County of Berks POSITION DESCRIPTION FORM

Position Title:	Office Manager		
Department:	District Judges	Reports To: (Title)	Special Courts Admin.
Effective Date:		Revision Dates:	May 2002, December 30, 2019
Wage Category:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	
EEO-1 Category:	Professional	Union Classification:	N/A

POSITION SUMMARY:

This is an administrative position responsible for supervising office support staff and assisting Special Courts Administration and the Magisterial District Judges with the efficient operation of the district courts. This position may train office support staff, create work schedules for and assign work to office support staff, evaluate subordinate staff job performance in conjunction with a Magisterial District Judge, maintain personnel related information, set production and performance goals, prepare statistical reports, assist with financial functions of a district court, serve as a contact person for other county departments or outside agencies and oversee special projects as assigned by Special Courts Administration.

POSITION RESPONSIBILITIES:

Essential Functions

1. Manages and supervises MDJS office support staff; oversees work performed by staff; documents performance; assists with the development of performance improvement plans; plans, assigns, and rotates duties; provides assistance; answers questions and proposes solutions to problems; prepares work schedules (where necessary); conducts staff meetings.
2. Trains new hires; documents performance of probationary employees
3. Supervises and/or assists with financial/accounting functions in a district court including the preparation of daily bank deposits; reconciliation of check and cash accounts; generates financial reports; reconciles petty cash and change funds.
4. Assists Special Courts Administration/a Magisterial District Judge by preparing and distributing correspondence; maintaining adequate office supplies; coordinating and scheduling meetings; and any additional duties as assigned.
5. Generates and reviews MDJS case management reports; assists district courts in resolving issues; makes recommendations for improvement.
6. Performs related work as required by Special Courts Administration/a Magisterial District Judge.

Non-Essential Functions

MINIMUM EDUCATION AND EXPERIENCE:

- Associate degree.
- Three (3) years of experience in the Magisterial District Judge system.
- Experience in a management, supervisory, or leadership role.
- Experience in dealing with and resolving human resource issues.
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of all rules and procedures governing the Magisterial District Judge System.
- Thorough knowledge of the MDJS (the minor judiciary's case management system).
- Ability to interact well with others and resolve disputes equitably and fairly.
- Ability to communicate effectively both orally and in writing.
- Ability to motivate office support staff and promote excellent customer service.
- Ability to make sound decisions independently.
- Ability to generate, analyze and summarize statistical information.
- Ability to handle stress.
- Physical presence in the office is required.

PHYSICAL DEMANDS:

Position requires lifting and moving of files and office supplies on a regular basis.

WORKING ENVIRONMENT:

There are nineteen magisterial district courts throughout Berks County. Office conditions in the district courts are typical of an office environment. Facilities issues (i.e./ climate control system discomfort) may impact the working 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.