

LUZERNE COUNTY, PENNSYLVANIA

Job Description

Position Title: Director of Judicial Services and Records

Division: Judicial Services and Records

Reports to: County Manager

FLSA Status: Exempt

Essential Duties and Responsibilities: The Director of Judicial Services and Records is the Department Head for the Division of Judicial Services and Records. This position shall be responsible for the operations of the Clerk of Courts, Coroner, Prothonotary, Recorder of Deeds, Register of Wills, Sherriff, Archives, and any other powers, duties, programs, services or functions that may be assigned by the County Charter or Administrative Code.

Essential Leadership/Supervisory Duties and Responsibilities
1. Supports and promotes the Corporate Responsibility Program within the department and serves as a model for all associates.
2. Ability to develop short (one year) term plans and goals to evaluate work accomplishments of subordinate(s).
3. Ability to establish and maintain effective relationships with other supervisory staff and employees.
4. Ability to apply and adapt practices and techniques to the special requirements of senior management.

Minimum Qualifications, Skills and Abilities

Bachelor’s Degree or equivalent. Five to seven years administrative/managerial experience in judicial, legal or government fields; preferably at the county level. Education, in public administration, at the graduate level may be substituted for up to one year of experience.

Also accepted for application are those with an equivalent combination of acceptable training and experience, which has provided the knowledge, skills and abilities cited above.

Comprehensive knowledge of the goals and objectives of County wills, deeds, trusts and estates, civil & criminal court support functions, records retention / archives, and budgeting. Working knowledge of the operations of the offices of law enforcement / corrections, & forensic science. Knowledge of Pennsylvania Law and Regulations. Proven skills in public administration and innovative problem solving techniques, effective customer service and strong interpersonal skills. Ability to express ideas and communicate on technical and/or administrative subjects, both orally and in writing.

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. This is not a comprehensive listing of all responsibilities and duties that may be assigned by the County Manager.