



COURT ADMINISTRATOR'S OFFICE
THIRTIETH JUDICIAL DISTRICT OF PENNSYLVANIA
JUDICIAL CENTER
MEADVILLE, PENNSYLVANIA 16335-2696

HEIDI A. SHIDERLY, ESQ.
COURT ADMINISTRATOR

BETTY J. WAITE
DEPUTY COURT ADMINISTRATOR

KIM SHAY
ASST. COURT ADMINISTRATOR

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JOB VACANCY

Posting Period: July 7, 2025 until filled

Job Title: Juvenile Hearing Officer Clerk

Location: Crawford County Judicial Center, 359 E. Center St, Meadville, PA 16335

Classification: Full-Time — Non-Exempt, SEIU 668 Court Appointed

Work Hours: 8:30 A.M. - 4:30 P.M. Monday-Friday (35H) 1 -hour unpaid lunch

Essential Duties: Schedules all routine matters for Juvenile Court; Collects and organize filing and paperwork for Hearing Officer prior to hearing; Prepares draft Juvenile Court orders, forms and correspondence as necessary and appropriate; Answers/screens telephone inquiries for Court Hearing Officer and roll over Court Administration line; Prepares and maintains On-Call Schedule for court appointed Parent Attorneys and Guardian Ad Litem for shelter hearings; Prepares and distributes weekly preliminary court schedules to court staff and court related offices; Schedules and coordinates threat of harm hearings; Schedules and coordinates video conferences as needed.

Qualifications: High school diploma or equivalent; some post-secondary preferred. Three (3) consecutive years in a court, court-related office or law office preferred.

Pay: \$18.55 per hour.

Benefits: Excellent benefit package.

How to apply: Submit a cover letter, resume and county application to hshiderly@co.crawford.pa.us or to Crawford County Court Administration, 359 E. Center St., Meadville, PA 16335

Applications are available in the Human Resources Office or on the County's website:
www.crawfordcountypa.net