



MAGISTERIAL DISTRICT COURT 30-2-01
CRAWFORD COUNTY, PENNSYLVANIA

SAMUEL V. PENDOLINO
JUDGE

MEADVILLE CITY BUILDING
894 DIAMOND PARK, SUITE 1
MEADVILLE, PA 16335
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JOB VACANCY

- Posting Period:** May 20, 2025 through June 13, 2025
- Job Title:** District Court Assistant
- Location:** Magisterial District Court 30-2-01 (Meadville City and West Mead Township) 894 Diamond Park, Meadville, PA 16335
- Classification:** Part-Time, Non-exempt, Local 668, PA Social Services Union
- Salary:** Salary and benefits are established per union contract
- Work Hours:** The position will require Thirty-nine (39) hours per pay period. Hours are 8:30 A.M. to 4:30 P.M. Monday and Wednesday; 8:30 AM to 2:00 PM on Friday. (Days and hours subject to flexibility, as per Court schedule)
- Essential Duties:** The primary responsibilities of the position include, but are not limited to, accepting payments from the public with regard to collection of Court costs and fines; accepting and determining filing costs for civil and landlord tenant complaints; filing and scanning of Court documents; and supporting the Magisterial District Judge in basic administrative assistant duties. Additional responsibilities may include scheduling hearings - coordinating dates and times with attorneys and Police departments; processing civil and landlord tenant complaints; and scheduling payment plans in coordination with the Judge.
- Qualifications:** A high school diploma or equivalent with at least two (2) years professional work experience. A high level of confidentiality in the position is required. The candidate will have strong organizational skills, excellent verbal and written communication and typing skills. Also, possess strong word processing and computer knowledge. In addition, the candidate must be able to provide basic administrative support (i.e., answering phones, photocopying, scanning, and processing daily mail). Selected candidates must also pass a criminal background check.
- How to Apply:** Submit applications and resumes' to: Magisterial District Court 30-2-01, 894 Diamond Park, Meadville, PA 16335. Applications are available on the County Website: www.crawfordcountypa.net or at the Crawford County Court House Human Resources Office. Crawford County Government and the Crawford County Judiciary are equal Opportunity Employers.