



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

SAMUEL V. PENDOLINO  
JUDGE

MEADVILLE CITY BUILDING  
894 DIAMOND PARK, SUITE 1  
MEADVILLE, PA 16335  
(814) 724-2736  
FAX (814) 333-6587

**JOB VACANCY**

- Posting Period:** June 24, 2022 to July 1, 2022
- Job Title:** District Court Assistant
- Location:** Magisterial District 30-2-01 (Meadville City and West Mead Township)  
894 Diamond Park, Meadville, PA 16335
- Classification:** Full-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-five (35) hours per week  
Hours are 8:30 a.m. to 4:30 p.m. Monday through Friday.
- Essential Duties:** The primary responsibilities of the position include, but not limited to, supporting the Magisterial District Judge in processing citations; issuing pre-warrants; accepting and determining filing costs for civil and landlord tenant complaints; processing civil and landlord tenant complaints; and scheduling payment plans in coordination with the Judge. Additional responsibilities include, accepting payments from the public, scheduling hearings and coordinating dates and times with attorneys and Police departments.
- 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, processing the mail daily and delivery of bank deposits.) Selected candidates must pass a criminal background check.
- How to Apply:** Submit applications and resumes' to: Magisterial District 30-2-01, 894 Diamond Park, Meadville, PA 16335. Applications are available on the County Website: [www.crawfordcountypa.net](http://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.