



COUNTY OF CRAWFORD

HONORABLE ADAM D. STALLARD

MAGISTERIAL DISTRICT JUDGE

DISTRICT 30-3-01

P.O. Box 128, 6121 U.S. Highway 6 • Linesville, PA 16424
Tel 814-683-2120 • Fax 814-683-5319

Job Vacancy Notice

Date: June 27, 2025

To: Local 668, PA Social Services Union Employees and Other Interested Persons

From: Adam Stallard, MDJ

RE: Full-time District Court Assistant Position

District Court 30-3-01 is seeking a person to fill the position of District Court Assistant. The position is a 35-hour workweek, 8:30 am to 4:30 pm, with a 1 hour unpaid lunch break. Salary with excellent benefits are established per union contract. Occasional overtime and travel for initial training are required.

Candidates with education and/or work experience in the judicial system are preferred. Applicants must possess good general office skills, particularly typing and writing techniques. We are seeking an individual who is capable of learning quickly and transferring what she or he learns to routine tasks and problem solving. The ideal candidate must be able to work well with the public, alone, and in a group setting. The person must possess a polite, pleasant, and courteous disposition. Fidelity, punctuality, and discretion are required traits. Selected candidates must pass a criminal background check.

Interested persons may make application or submit a resume to District Court 30-3-01, P.O. Box 128, 6121 U.S. Highway 6, Linesville, PA 16424. Applicants may obtain an application at www.crawfordcountypa.net under Employment Opportunities. Deadline for receiving application and/or resume is 4:30 pm, Friday, July, 11, 2025. Late applications or resumes will not be accepted. Crawford County Government and the Crawford County Judiciary are equal Opportunity Employers.

Townships of Sadsbury, Pine, Conneaut, Summerhill, Spring, Beaver, East Fallowfield, West Fallowfield, Summit, North Shenango, South Shenango, West Shenango, Greenwood and Union

Boroughs of Conneaut Lake, Linesville, Conneautville and Springboro