



COUNTY OF CRAWFORD

AMY L NICOLS

SENIOR MAGISTERIAL DISTRICT JUDGE
DISTRICT 30-3-06

324 West Central Avenue Suite A • Titusville PA 16354
Tel 814-827-6514 • Fax 814-827-3757

Job Vacancy Notice

Date: September 5, 2025

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

From: Amy L Nicols, Senior MDJ

RE: Full-time District Court Assistant Position

District Court 30-3-06 is seeking a person to fill the position of District Court Assistant. The position is a 35-hour, daily work week. Salary and benefits are established per union contract. Occasional overtime and travel are required, as well as initial and ongoing training.

Candidates with education and/or work experience in the judicial system are preferred. Applicants must possess good general office skills, particularly typing and writing technique. We are seeking an individual who possesses the capability of learning quickly and transferring what they learn 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 30-3-06, 324 West Central Ave, Suite A, Titusville, PA 16354. Applicants may obtain an application at www.crawfordcountypa.net under Employment Opportunities. Deadline for receiving application and/or resume is 4:30 PM Thursday, September 11, 2025. Late applications or resumes will not be accepted. Crawford County Government and the Crawford County Judiciary are equal Opportunity Employers.

City of Titusville

Townships of Athens, Bloomfield, East Fairfield, East Mead, Fairfield,
Oil Creek, Randolph, Richmond, Rome, Sparta, Steuben, Troy, Wayne

Boroughs of Blooming Valley, Centerville, Cochranon, Hydetown, Spartansburg, Townville