



ADMINISTRATIVE OFFICE  
of PENNSYLVANIA COURTS

<b>Position:</b>	<b>District Court Administrator</b>	<b>Salary:</b>	<b>Commensurate with Experience</b>
Position ID #:	25-31	Location:	Chambersburg, Pennsylvania
Organization:	Unified Judicial System	Category:	Professional
Department:	39 <sup>th</sup> Judicial District, Franklin/Fulton	Posting Date:	8/14/2025

*Remarks: Starting salary will vary depending upon the qualifications and employment history of the selected candidate.*

### Description:

The AOPC is seeking a **District Court Administrator**. This is a full-time position responsible for the professional management of the day-to-day operations and administrative functions of Franklin and Fulton County's Court of Common Pleas and its Magisterial District Courts.

### Typical Duties:

- Coordinates, organizes, and supervises the management of court case flow activities, following guidelines from the National Center for State Courts and other sources.
- Establishes priorities and monitors the effectiveness of court programs.
- Oversees jury management, ensuring adequate juror pools and effective training for jurors and staff.
- Manages the court-appointed counsel system, including developing and maintaining a pool of qualified lawyers, securing funding, and supervising fee payments.
- Prepares and updates the Continuity of Operations Plan (COOP) for emergencies and analyzes and prepares court security plans in coordination with the Sheriff's Department and the County Security Director.
- Actively participates in the Criminal Justice Advisory Board's projects, Pennsylvania Association of Court Managers conferences, and regional activities with the Administrative Office of Pennsylvania Courts (AOPC).
- Serves as a liaison to court officials, county government, the local bar association, and various state, federal, and community agencies.
- Develops the annual court budget for submission to the President Judge and County Commissioners.
- Manages Deputy Court Administrators and Court-related Department Heads.
- Oversees and maintains the court's technology needs and operations.
- Manages the space, equipment, and facilities used by the court.
- Assists the judiciary in formulating and implementing policy.
- Advises judges and lawyers on the administrative procedures of the Court.
- Resolves complaints from the public, law enforcement, and attorneys on court-related matters.

### Minimum Qualifications:

- Bachelor's degree in Judicial, Business, or Public Administration, or a closely related field; AND
- Three years of professional-level experience in court management or four years of varied office management work, including professional-level experience in budgeting, procurement, and human resources management.
- An equivalent combination of education, experience, and/or training may be considered.

### Additional Requirements / Preferences:

- Strong understanding of court procedures is preferred
- Excellent communication with the ability to collaborate effectively with judges, court staff, and external agencies.
- Satisfactory criminal background check required.

**How to Apply:**

Apply online at <https://pacourts.wd5.myworkdayjobs.com/PACourts>

AOPC - Human Resources

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**Unified Judicial System Hiring Policy**

The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. UJS hiring and employment policies and procedures are intended to conform to all applicable state and federal laws governing fair and nondiscriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.