



Position:	Administrative Coordinator - JCB	Starting Salary Range:	\$47,874 - \$56,608
Position ID #:		Location:	Harrisburg
Organization:	Judicial Conduct Board	Category:	
Posting Date:	July 9, 2021	Closing Date:	

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

Description:

The Administrative Coordinator for the Judicial Conduct Board (JCB) performs para-professional level administrative work under general supervision of Chief Counsel with considerable independence. Responsibilities involve relieving Chief Counsel of a variety of administrative details. Work involves analyzing operations, policies and procedures, and preparing and implementing recommendations on procedural, fiscal and human resources actions. Work includes public contact in accomplishing assignments and effective public relations. The Administrative Coordinator may supervise a staff of para-professional, technical and/or clerical employees.

Typical Duties:

- Responsible for purchasing, budget preparation and control, accounting, personnel administration, and other staff functions.
- Communicates with vendors, orders supplies and prepares invoices for payment consistent with budgetary requirements.
- Acts as Executive Secretary to Board Chief Counsel as required.
- Facilitates Board Meetings and preparation of Board Agenda.
- Serves as point of contact and administrator for the Board's automotive fleet.
- Ability to maintain effective working relationship with the Board and Board personnel, other public and private sector officials and the general public.

Minimum Qualifications:

- Associate or Bachelor's Degree.
- Three years of progressively responsible administrative experience, including budget preparation and accounting, clerical and secretarial experience in a legal, judicial, or government setting.
- An equivalent combination of education, training, and/or experience may be considered.

Additional Requirements / Preferences:

- Satisfactory criminal background check required.
- High standards of personal and professional integrity required.
- Maintenance of strict confidentiality required.
- Strong organizational skills including the ability to multi-task and prioritize assignments required.
- Excellent written and verbal communication skills required.
- Experience with an electronic financial system required.
- Experience with **Microsoft Office Suite** and **Adobe Acrobat** preferred.

Benefits:

- Comprehensive benefits package including retirement plan, health and life insurance, paid annual, sick and holiday leave.

How to Apply:

Candidates interested in applying for this position are requested to submit a letter of interest, resume, and salary history to: Toni Schreffler, Administrative Coordinator, Judicial Conduct Board, P.O. Box 62525, Harrisburg, Pennsylvania 17106-2525 or by email to: ContactUs@jcbpa.org.

Judicial Conduct Board Hiring Policy

The Judicial Conduct Board 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. All hiring policies and procedures are intended to conform to all provisions of the Pennsylvania Human Relations Act, the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and all other state and federal statutes governing fair and non-discriminatory hiring practices.