



JOB DESCRIPTION

Bedford County
Bedford, PA

Job Title: Tipstaff
Reports to: President Judge

Status: Per Diem

Pay Scale/Grade/Salary: Approved by salary board

TIPSTAFF FOR JUDGE OF THE COURT OF COMMON PLEAS

GENERAL STATEMENT OF DUTIES: Check in litigants and attorneys for court proceedings. Maintain order in the courtroom. Maintain courtroom supplies.

PRE-TRIAL DUTIES: Perform monitoring of public and others entering and exiting the courtroom, unlock/lock courtrooms and jury rooms, ensure that jury rooms are neat and orderly, provide water and refreshments to jury, maintain supplies of paper; pencils; water; and other materials for court use, sign in all persons appearing in court and ensure each is on the docket.

TRIAL/COURTOOM DUTIES: Prepares the bench with essentials needed by the Judge, open court and inform the judge that court is ready, ensure microphones and recording devices are operational, hand paperwork to the judge from litigants and/or attorneys, take custody of jurors, assist jurors in finding seats, and distribute jury questionnaires, call witnesses and administer oaths to witnesses and jurors, relay messages from jurors to court and families, advise court personnel and attorneys when verdicts are reached, collect evidence from juries, operate courtroom equipment, prevent noise, or other distractions in the courtroom during trial, and close court.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of legal office and court terminology, procedures and equipment; ability to follow complex oral and written directions; ability to communicate well with colleagues and the public; demonstrated ability to work with complex legal records and handle court evidence. Ability to make decisions in accordance with state laws and regulations; excellent judgement, tact and courteousness; ability to maintain confidentiality.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of a standard high school course including and supplemented by course work specific to the system of justice in Pennsylvania; working knowledge of civil and criminal codes of the State; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Please submit a cover letter, references and your salary requirements along with your resume.

By signing this, I acknowledge that I can perform all of the essential functions and duties described in this job description.

Received by: Signed: _____ Date: _____

Print name: _____