

JOB POSTING

- Job Title:** Deputy Court Administrator
- Employer:** 31st Judicial District Lehigh County
- Position Type:** Full-time
- Salary Range:** \$63,325 - \$119,375 plus fringe benefits package
- Start Date:** March 2025
- Qualifications:** Bachelor's Degree from an accredited college or university. Possess a minimum of three (3) years of experience at the managerial level in a court or government department/office which included the supervision of personnel and the coordination of various operations within the organization. Possess excellent written and oral communication skills. Possess the ability to develop and maintain working relationships with judges as well as managers and employees from various court related offices.
- Position Summary:** This position assists the District Court Administrator in the management of all non-judicial functions of the Court of Common Pleas of Lehigh County. The Deputy Court Administrator provides policy guidance, direction, and supervision to subordinate managers at the department head level. Work includes, but is not limited to fiscal management, personnel management, facilities management, and procurement of supplies, equipment, and services for the judiciary.
- Duties:** Prepare and present the annual operating budget to the County Executive and Board of Commissioners. Review and approve budgetary expenditures throughout the year. Develop and maintain working relationships with the Fiscal Office and Procurement Department. Prepare vendor contracts and present to the Board of Commissioners for approval. Negotiate and administer the judicial employees' collective bargaining agreement. Carry out personnel management functions (e.g., hire, mentor, and evaluate Department Heads and employees; administer wage and benefit programs; and develop personnel policies and procedures). Work closely with the Maintenance Superintendent and Director of General Services regarding all facilities issues affecting the judiciary. Represent the judiciary on various county and state committees.
- Application Process:** Interested candidates should submit a cover letter, resume, and a list of three (3) references to the District Court Administrator of Lehigh County, Kerry Turtzo via e-mail at KerryTurtzo@LehighCounty.org no later than January 19, 2025.