

# COMMISSIONERS OF WAYNE COUNTY

BRIAN W. SMITH, CHAIRMAN  
DAMASCUS TOWNSHIP, PA

WENDELL R. KAY  
HONESDALE BOROUGH, PA

JOSEPH W. ADAMS  
SALEM TOWNSHIP, PA



VICKY J. BOTJER  
CHIEF CLERK

LEE C. KRAUSE  
SOLICITOR

COURT HOUSE ANNEX  
925 COURT STREET  
HONESDALE, PA 18431  
570-253-5970 EXT. 4050  
FAX: 570-253-5432

March 10, 2017

County of Wayne – Administrative Assistant – Public Defender Office

**Job Summary:** Provides Administrative support to the 5 Public Defenders (p-time professional); process PD applications and make assignments; enter and manage case data, schedule appointments. Other duties as may be assigned by the Chief Public Defender. This position works with limited daily direct supervision and must be able to manage time extremely well and have good interpersonal communication skills.

**Essential Job Functions:**

- 1) Receive and process PD applications. Review for eligibility, assign PD as necessary
- 2) Provide administrative support to PD's including mail distribution, correspondence, and general office duties
- 3) Answer main PD phone line including from inmates, take messages and distribute as necessary
- 4) Draft and file Motions per request of the Public Defenders
- 5) Record case information in the FileMaker Pro Software and update as necessary
- 6) Assign PD's to Juvenile cases, SCI Waymart and MH as necessary as well as probation/parole violations and bench warrant hearings.
- 7) Maintain caseload assignments including those incarcerated and distribute monthly reports.
- 8) Provide Central Court case list, assist PD at those hearings.
- 9) Performs any additional activities as may be assigned.

**Knowledge and Experience:** Good Interpersonal communication skills; ability to use office equipment, computer software and e-mail; prior experience in criminal justice realm a plus. Must be able to work with limited direct supervision, ask for help/assistance and manage time well.

This position is full-time and covered by the Court-Related Unit. This person reports to the Chief Public Defender and supported by the Chief Clerk. This is a non-exempt position, 35 hours per week, Monday – Friday.

**Salary** \$ 11.33 per hour/35 per week/\$ 20,620.60 Annual – Salary posted at 2016 rates – Retro adjustment expected in 2017 and will be paid back to start date. Applications/resume's to Public Defender's Office – Wayne County Courthouse by Monday March 20, 2017 at noon.