

COUNTY COURT LIAISON/SPECIAL EVENTS COORDINATOR

The City of Harrisburg is seeking a highly motivated individual to fulfill the responsibilities of Special Events Coordinator in the Bureau of Police/Technical Services Division, Department of Public Safety. This is a non-supervisory civilian position, which involves coordinating all court functions between the Bureau of Police and the District Attorney's Office. Accountable to and reports directly to the Commander of the Technical Services Division. Orders and assignments are received from the Commander of the Technical Services Division. This is a management, FLSA-exempt position.

Qualified applicants must possess an Associate degree in police sciences, law enforcement, criminal justice administrative, public administration, records management, or a closely related field preferred. Strong background in applied mathematics with some basic accounting courses. Two (2) years' experience with a law enforcement agency or any combination of training and experience which provides the required knowledge, skills and abilities. Valid Pennsylvania Driver's License, Class C.

The annual salary range is \$40,000.00-\$45,000.00 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburghpa.gov (electronic submission preferred)

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburghpa.gov/careers/

JOB TITLE

County Court Liaison/Special Events Coordinator
Department of Public Safety – Bureau of Police/Technical Services Division

DEFINITION

This is a non-supervisory civilian position, which involves coordinating all court functions between the Bureau of Police and the District Attorney's Office. Accountable to and reports directly to the Commander of the Technical Services Division. Orders and assignments are received from the Commander of the Technical Services Division. This is a management, FLSA-exempt position.

EQUIPMENT/JOB LOCATION:

Work is performed at the McCormick Public Services Center, the Martin L. King, Jr., City Government Center and throughout the City of Harrisburg. Work involves the use of the following machines/tools: personal computer, copiers, scanners, telephone and a motor vehicle. Duties are typically performed on weekdays from 8:00 a.m. to 5:00 p.m.; however, some evenings, weekends and holiday work may be required.

ESSENTIAL FUNCTIONS:

Serves as liaison between the Bureau and the judges of the Dauphin County Court of Common Pleas. Work also includes coordinating activity with the minor judiciary and other county offices as it pertains to the Bureau of Police, the Dauphin County Sheriff's Office, Prothonotary's Office and the Clerk of Courts. Develops and maintains monthly court calendars and lists. Serves subpoenas for Dauphin County Court of Common Pleas and other jurisdictions (county and federal) to police personnel. Delivers and notifies police personnel of all copies to and from the Dauphin County Sheriff's Office.

Reviews all requests for overtime and compensatory time payment relative to court appearances and approves it. Contacts police officers and ensure their timely appearance at court. Reviews case reports and other documentations necessary for court preparation. Delivers proper paperwork from the District Attorney to the Evidence Technician regarding proper disposition of evidence.

Develops Special Orders for Special Events that require the use of City services, such as; barricades, meter bags or police. Ability to organize and distribute overtime and extra duty employment to Officers. Generate invoices from the City system for police services. Disseminate Block Party, March, Demonstration, Parade, and Special Event Permits upon request by a resident of the City. Responsible for barricades, meter bags, No Parking signs and Officers to be set-up and present for the requested date and time.

NON-ESSENTIAL FUNCTIONS:

Performs all other duties as assigned.

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Department of Public Safety – Bureau of Police/Technical Services Division

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of police practices and procedures; Federal, State, Local Laws and of the Dauphin County Court System.
- Ability to interact with both prosecution and defense attorneys and witnesses.
- Thorough knowledge of City legislation and ordinances pertaining rules, regulations, policies, procedures for events.
- Ability to keep abreast of legislative and ordinance changes and other activities that affect special events.
- Prepare and enter invoices for processional.
- Ability to maintain JNET/CLEAN Certifications.
- Proficient in utilizing personal computer software applications, such as Microsoft Office suite or similar computer programs.
- Ability to concurrently perform and/or manage multiple tasks, projects and priorities.
- Ability to organize, coordinate and implement scheduling of events and needed equipment.
- Ability to anticipate and meet schedules and deadlines.
- Ability to speak and write clearly and effectively.
- Ability to exercise discretion and use sound judgment.
- Ability to understand and follow verbal and written orders.
- Must exercise a high degree of confidentiality and integrity.
- Ability to communicate effectively, in a courteous, tactful and professional manner.
- Ability to establish and maintain effective working relationships with supervisor, co-workers, community groups, businesses, non-profit corporations, and the public

QUALIFICATIONS:

Associate degree in police sciences, law enforcement, criminal justice administrative, public administration, records management, or a closely related field preferred. Strong background in applied mathematics with some basic accounting courses. Two (2) years' experience with a law enforcement agency or any combination of training and experience which provides the required knowledge, skills and abilities. Valid Pennsylvania Driver's License, Class C.