

WASHINGTON COUNTY COURT OF COMMON PLEAS

VACANCY ANNOUNCEMENT

BOOKING CENTER COORDINATOR

RESPONSIBILITIES:

Oversee the operation of the Booking Center, including:

- Ensuring criminal offenders are properly fingerprinted and photographed, and that this information is properly transmitted to the Pennsylvania State Police and Federal Bureau of Investigation, to provide for the availability of accurate computerized criminal history information for law enforcement agencies. Responsible for actually conducting the fingerprinting and photographing.
- Directing Booking Center employees and those assisting in the Booking Center, and ensures that offenders are handled in accordance with the law and court mandates.
- Ensuring highly-sensitive computer and video equipment is properly maintained and employed.
- Having responsibility for the present inventory of equipment and the procurement of new equipment and materials necessary for the completion of tasks performed by the Booking Center.

REQUIREMENTS:

A Bachelor's Degree and/or significant supervisory experience, preferably with a law enforcement agency, are required. Prior management experience is necessary. Strong interpersonal and computer skills are required, as are implementation and evaluation skills. Knowledge of the Criminal Justice System and experience in booking criminal offenders is essential.

SALARY & BENEFITS:

- \$37,500/yr
- Health Insurance, etc. as defined by Washington County for salaried employees

SEND RESUME AND COVER LETTER BY **FRIDAY, OCTOBER 16, 2009** TO:

Ms. Iva Jane Verner
Family Court Center
29 West Cherry Avenue, Ste 304
Washington, PA 15301