

## Process Coordinator – Public Defenders Office

Lackawanna County is seeking a Process Coordinator to assume responsibilities for receptionist duties, ARD applications, furlough information, pretrial conference notification and maintaining records for all public defender record files. This individual reports to the Public Defender.

### Key Responsibilities:

- Greets individuals at reception window
- Addresses all visitors questions
- Receives all documentation/materials related to Public Defender cases
- Assists with incoming telephone calls
- Handles ARD related duties: completes initial applications, obtains weekly ARD hearing list, verifies clients scheduled for hearings, pulls files, generates and mails letters to clients, receives and maintains files after hearings
- Obtains furlough information and processes for attorneys
- Accepts dependency applications
- Maintains attorney calendar/scheduling
- Prepares and maintains client files
- Handles preparation for pre-trial conferences
- Gathers information on criminal cases
- Prepares subpoenas
- Performs other duties as assigned by Supervisor

### Qualifications:

- Associate's Degree in a related field from an accredited college or university desired; Bachelor's Degree a plus
- Relevant experience in public defender's office, court related offices a plus
- Proficient in Microsoft office products such as Word, Excel, Outlook
- Must possess strong organizational, interpersonal and analytical skills
- Ability to prioritize, work efficiently, complete tasks within deadlines, and transition from task to task
- Strong attention to detail
- Ability to work independently
- Experience in handling and producing confidential information

Please submit your letter of interest, resume, application and salary requirements no later than September 4<sup>th</sup>, 2009 to:

Human Resources, Attn: HR Analyst  
Lackawanna County Administration Building  
200 Adams Avenue, 6<sup>th</sup> Floor  
Scranton, PA 18503  
Email: [petersens@lackawannacounty.org](mailto:petersens@lackawannacounty.org)

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