



COURT OF COMMON PLEAS OF MIFFLIN COUNTY
58th JUDICIAL DISTRICT OF PENNSYLVANIA

Mifflin County Courthouse
20 North Wayne Street
Lewistown, PA 17044

AARON L. GINGRICH, PRESIDENT JUDGE
JONATHAN W. REED, JUDGE

PHONE (717) 248-4613
FAX (717) 248-8337

January 2025

Re: Tipstaff

The Mifflin County Court of Common Pleas will have an opening for a tipstaff position to begin March 2025. Interested applicants should mail a letter of application and resume to The Honorable Aaron L. Gingrich, President Judge, Judge's Chambers, Mifflin County Courthouse, 20 North Wayne Street, 3FL, Lewistown, PA 17044. A writing sample should also be included.

If you have questions, please feel free to contact the Court Office by telephone (717) 248-4613.

Sincerely,

Rachel J. Burchfield
Deputy District Court Administrator

**Mifflin County
Position Description**

Position Title: Tipstaff

Department: Courts

Date: January 2025

Reports to: Court Administrator

Purpose of Position

Officer appointed by the Court who provides general administrative support to Judges, performs entry-level escort and ceremonial work to ensure courtroom decorum and compliance with courtroom procedures; facilitates the overall functions of the Court during legal activities.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Prepares the courtroom prior to proceedings; opens and closes court by reciting standard announcements; locks all courtrooms when not staffed.

Maintains order in the courtroom at all times.

Assures Integrity of the proceedings.

Escorts plaintiffs, defendants and witnesses to the witness stand.

Provides limited courtroom security.

Processes jurors for jury selection and trial; makes meal arrangements for jurors for trial and maintains jury deliberation rooms before and after trial.

Assures all parties required for court events are present.

Keeps court staff and the public away from jurors during trials; stays with sequestered jury at all times.

Maintains a daily listing of all cases present before the Court; maintains all necessary records as indicated by current courtroom procedures.

Performs miscellaneous errands for the Judges.

Minimum Training and Experience Required to Perform Essential Job Functions

High school graduate or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical requirements

Ability to operate a motor vehicle.

Ability to clearly hear and see so as to follow verbal direction and observe courtroom proceedings.

Ability to operate a variety of office and audiovisual equipment including laptop, television, DVR, telephone, etc.

Mathematical Ability

Ability to add, subtract, multiply and divide.

Language Ability and Interpersonal Communication

Ability to work independently with minimum supervision.

Ability to comprehend and interpret a variety of court-related documents.

Ability to effectively record and deliver information, explain procedures and follow instructions.

Demonstrate good communication skills when interacting with Judges, court staff, attorneys, plaintiffs, defendants, witnesses, police officer and all users of the court in general.

Environmental Adaptability

Ability to use current e-Jury software package on the County's local area network.

Demonstrate a professional manner appropriate to a court environment through work performance and personal appearance.

Mifflin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.