

# JOB POSTING

## Operations Manager

Tioga County is currently accepting applications for Operations Manager at Tioga County Prison. The position is complex and varied clerical and financial work for the Tioga County Prison.

### POSITION REQUIREMENTS:

- Must have a high school diploma or equivalent.
- Must have an excellent mathematical aptitude.
- Must have working knowledge of the judicial system/criminal justice system
- Excellent organizational skills
- Must be able to communicate effectively utilizing both oral and written communication
- Must be able to multitask and work efficiently
- Must be able to maintain the highest level of confidentiality
- Understand the OMS system and be able to effectively utilize it.
- Requires the ability to prepare and maintain accurate records.
- Must have the ability to establish and maintain effective working relationships with other employees.
- Must be able to exhibit professionalism at all times when dealing with the public.
- Must have basic computer skills (including Microsoft Word and Excel).
- Experience in billing/coding and accounting required.

### POSITION DUTIES:

- Monitor and regulate inmate records, which includes but not limited to handling cases of various levels of court, bail, probation/parole, other states and counties, as well as state and federal governments.
- Calculate Common Pleas, magistrate, and domestic sentences.
- Calculate street time and time served for courts.
- Monitor sentences on housed inmates and state sentences.
- Determine eligibility for releases and/or parole, and assist determining eligibility for court ordered treatment releases.
- Determine the necessary paperwork for all release types and commitments.
- Correctly disperse original bench warrants, bail, and criminal complaints.
- Record and provide data required by state, local, and federal governments.
- Prepare weekly reports required for state, local, and federal governments.
- Regulate detainers issued from all court levels, state, and federal.
- Coordinate extradition hearings and transports.
- Prepare Act 84 cases.
- Prepare and document Act 151 cases.
- Maintain hot file records.
- Create inmate and employee ID cards, assign and document employee jobs.
- Manage transactions for inmate work release, trustee, and community programs.
- Prepare housing invoices for in county and out of county inmates.
- Calculate housing charges and deductions accrued from inmate programs.
- Manage and code invoices for medical and expense billing.
- Manage all financial accounts and general fund payments.
- Track and manage outgoing checks, send outstanding fund letters, and prepare Escheat.

- Prepare financial reports required for audit.
- Order office supplies, bank supplies, and commissary.
- Manage commissary inventory, refunds, and pricing.

## **HOW TO APPLY:**

To apply for this position please visit the Tioga County website, [www.tiogacountypa.us](http://www.tiogacountypa.us). Select the Human Resources department and click the link for online application to complete and submit online. If you prefer a paper copy, the application can also be found on our website or picked up in the Courthouse lobby. For further questions, please contact the Human Resource office at (570)723-8204.

**STARTING RATE:** \$40,000 per year

**HOURS OF WORK:** Monday through Friday 8:00 a.m. – 4:00 p.m.

Applications will be accepted until May 8,2026 or until the position is filled

Tioga County is an Equal Opportunity Employer.

## **Benefits:**

- 5 days of vacation after 6 months
- 2 personal days after 6 months
- Paid sick days after 6 months
- 12 paid holidays per year
- Health, dental, and life insurance
- Health insurance rebate if you don't need County insurance
- Vision reimbursement
- Pension