



# 2025 JCJC AWARDS PROGRAM

## JUVENILE COURT SUPPORT SERVICE AWARD

Individuals eligible to receive this award include those persons who provide clerical, secretarial, fiscal specialist, management, information technology, quality assurance, or other support services to the juvenile court. This includes receptionists, secretaries, clerks/typists, information technology specialists, quality assurance specialists, office managers, and others functioning in a similar support capacity. (*This individual does not need to be in a position that is entirely dedicated to the juvenile court system, but it should be a significant part of their position.*)

### **PLEASE ENSURE ALL INFORMATION BELOW IS CORRECT AND VERIFIED.**

*Please type or print legibly; information will be used to contact award winners and prepare banquet materials.*

Name of Nominee: \_\_\_\_\_ County: \_\_\_\_\_

Phone of Nominee: \_\_\_\_\_ Email of Nominee: \_\_\_\_\_

Name of Nomination Contact Person: \_\_\_\_\_

Agency of Contact Person: \_\_\_\_\_

Email of Contact Person: \_\_\_\_\_

Phone of Contact Person: \_\_\_\_\_

### **GENERAL CRITERIA**

1. Nominations must be submitted via email no later than **June 2, 2025**, and must be signed by the Chief Juvenile Probation Officer and Judge.
2. Winners from previous years may not be renominated in the same award category. Nominations that were **not** winners from previous years may be resubmitted for consideration.
3. Nominations must be written so the nominee's identity cannot be discerned by reading the narrative. **The name and county of the nominee should only be written on the front page.**
4. Nominations may be withdrawn by the Chief Juvenile Probation Officer or Judge who signed the nomination form.
5. Nominations must be submitted on this nomination form, using only the space provided.
6. Only one nomination per category per county will be accepted.

**PLEASE NOTE: Nominations which do not meet all criteria will be rejected from the judging process.**

#### **Please email nomination to JCJC Awards Liaison:**

Angel R. Stewart,  
Director of Administration and Grant  
Programs  
[angstewart@pa.gov](mailto:angstewart@pa.gov)

CC: Keysla Rodriguez,  
JCJC Quality Assurance Specialist  
[keyrodriagu@pa.gov](mailto:keyrodriagu@pa.gov)

\_\_\_\_\_  
**Signature of Judge**

\_\_\_\_\_  
**County of Judge**

\_\_\_\_\_  
**Signature of Chief Juvenile Probation Officer**

Instructions: Complete **each** prompt with a **detailed** response. Incomplete responses will affect the total points awarded to each section.

**1. POSITION RESPONSIBILITIES**

In great detail, please describe (do not list) the responsibilities of the nominee in supporting the juvenile court system.  
**(50 points)**

*FOR COMMITTEE  
ONLY: 50 POINTS  
MAXIMUM  
AWARDED:*

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**2. QUALITIES & SKILLS**

In great detail, please describe (do not list) the qualities, skills, and abilities of the nominee that demonstrate their work on behalf of the juvenile court system. **(50 points)**

*FOR COMMITTEE  
ONLY: 50 POINTS  
MAXIMUM  
AWARDED:*

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