



## JOB DESCRIPTION

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**JOB TITLE:** Secretary/Clerk

**DEPARTMENT:** Shinglehouse District Magistrate 55-4-01

**SUPERVISOR'S TITLE:** Magisterial District Judge

**JOB CLASS:** Union Class IV, Level 1

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### SECRETARY/CLERK

#### **GENERAL DESCRIPTION**

This is moderately complex secretarial work involving interaction with the general public and litigants or others involved in the district court process, as well as typing/word processing, accounting, office organization and processing documents in a variety of functions.

#### **ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES**

A Secretary/Clerk in a District Justice's office must be reliable, resourceful and fully able to fulfill responsibilities that ensure professional and efficient operations.

THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Maintenance of filing systems and records/bookkeeping;
- Preparation and approval of subpoenas and hearing notices;
- Preparation and approval of DL-38s, pre-warrants and arrest and bench warrants;
- Scheduling of hearings and trials through contacts with attorneys, officers and others;
- Professional and secure processing of mail, to include restricted and certified/issue receipts;
- Interaction with the public and court-related officials through face-to-face contact, telephone, and other means of communication;
- Courteous and reliable response to inquiries from the public, litigants, attorneys, law enforcement officials and others;
- Preparation of daily bank deposits and certain mail documents;
- Processing of expungement requests;
- Entering of complaints/citations and other information or data in computer files/records;
- Preparation of monthly reports;
- Balancing of District Court checking account/printing of checks;
- Ordering of supplies and management of petty cash fund;
- Maintenance of tickler system and reports;
- Opening and closing of office;
- Other duties as assigned or requested.



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GENERAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED, TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Ability to become familiar with criminal and civil procedures;
- Keyboarding skills for processing of documents including, but not limited to, civil litigation, landlord/tenant matters, traffic citations, non-traffic offenses, as well as criminal and accounting procedures;
- Filing, accounting, reviewing and compliance with computer-generated reports;
- Docketing of all cases filed in the court, as well as scheduling of hearings and trials within the procedures of the rules of court;
- Ability to maintain strict confidentiality of information;
- Training and guidance of others for routine secretarial responsibilities;
- Ability to work independently within standard operating procedures and legal requirements;
- Availability to attend training opportunities and skills enhancement events.

### QUALIFICATION REQUIREMENTS

KNOWLEDGE AND ABILITIES:

- Able to maintain strict confidence;
- Ability to become familiar with criminal and civil procedures;
- Ability to file, accounting, and reviewing and compliance with computer generated reports;
- Must be able to multi-task;
- Ability to work independently within standard operating procedures and legal requirements;
- Ability to use time management skills;
- General knowledge of various office equipment.

EXPERIENCE AND TRAINING:

- High School diploma or equivalent, including at least one typing/keyboarding course, required;
- Additional experience/education/training preferred;
- Computer skills, to include word processing, required (Microsoft Word preferred);
- Previous experience with District Justice's office or legal practice/law enforcement preferred;
- Effective written and verbal communication skills;
- Effective time management, organizational and problem solving skills;
- Effective interpersonal and conflict resolution skills;
- Willingness to attend trainings related to job position.

PHYSICAL REQUIREMENTS:

- Ability to lift light storage boxes (20 lbs.);
- Ability to work under and meet deadlines;
- Ability to sit for extended periods of time;
- Ability to frequently stand and walk;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.



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**ADDITIONAL REQUIREMENTS:**

- Possession of a valid Pennsylvania driver's license.

**HOURS:** Monday – Friday 8:30am – 4:30pm with 1 hour for lunch  
35 hour work week; Overtime as needed and approved by direct supervisor.

**PAY RATE AND BENEFITS:** Pay rate and benefits are based on the union contract.