



Employee Job Description

Department: Clerk of Courts, Register of Wills and Clerk of Orphans' Court

Position Title: Senior Procedure Clerk

Pay Classification: Hourly: TCN 06 (Entry \$18.32/hr.)
(\$18.77 at 6 months: \$19.55 after 1 year)

Reports To: Clerk of Courts

Date of Job Description Creation/Update: 1/13/2023

Position is Full Time (M-F 8:30 to 4:30); Includes paid sick and Vacation time: 13 paid holidays per year; Medical, Dental, Vision, Life insurance benefits are available; County Pension

Overall Descriptions of the Position:

Senior Procedure Clerks will be responsible for docketing, processing, and filing all official Court related petitions, Court Orders, and all other court related documents. Clerks will also assist internal/external customers in person and via telephone on a daily basis.

Minimum Education and/or Experience Required:

High school diploma, and a minimum of 3 years' experience working in the legal system or an office environment. Law office experience strongly preferred.

Ability to pass and maintain JNET Certification – CLEAN Certification

Position Requirements:

- Ability to speak calmly and confidently to convey information
- Ability to work effectively and efficiently under strict legal time constraints
- Technical knowledge of personal computer operations including Microsoft Word, Excel, Windows.
- Must have excellent keyboarding skill. A high volume of data entry is required.
- Must have excellent spelling, grammar and mathematical skills.
- Multitasking – able to deal with many time sensitive issues or projects at one time
- Ability to work in a professional and confidential environment
- Ability to comprehend a large variety of official court documents and records
- Ability to analyze information for appropriate action and resolution of specific situations

- Ability to work independently
- Must establish and maintain an effective working relationship, both over the phone and in person with members of the public. Previous customer service experience strongly preferred.
- Ability to communicate and work with various other county and state departments and organizations as needed or required.

Position Duties:

- Docketing via electronic data entry and processing of miscellaneous orders
- Wait on customers and take payments at the counter and mail payments
- Process ARD Orders, Rule 586 dispositions, Veterans Court/Treatment Court dispositions, which includes all follow-up reporting to PennDOT
- Processing of Transcripts
- Processing Summary Appeals and M3 cases
- Aids in the processing of Juvenile & CYS cases; docketing and processing of Bench Warrants, returns and vacates; and marriage license applications.
- Post IPP bills, Commonwealth bills and Extradition costs by Sheriff
- Processes Estate, Guardianships, Adoptions and docket related petitions and orders
- Process estate search requests and aids the public in genealogy work
- Types letters, forms, reports and other correspondence
- Photocopies, scans, or images various types of documents
- Phone receptionist duties
- Works on special projects as assigned
- All other duties as assigned

Physical Requirements:

Must be able to stand, sit, and walk at will.

Must have the ability to engage in frequent or constant computer use.

Must be able to bend, stoop, kneel, squat

Must be able to lift up to 20lb on a regular basis and up to 50lb on an occasional basis.

How to Apply:

Please send the completed standard application, a letter of interest, salary history, resume, and three references to the following:

Mercer County
HR Department
17 Courthouse
Mercer, PA 16137

Deadline to Apply: May 11, 2024