



---

## Employee Job Description

Department: Mercer County Courts – Magisterial District Court

Position Title: Senior Procedure Clerk (Full Time) – Grove City Office

Pay Classification: TCN 06 (Entry \$18.32/hr.)  
Increase at 6 mo. (\$18.77/hr.) and 1 year. (\$19.55/hr.)  
Increase annually year 2 and 3  
Full County Paid Time Off Benefits (13 paid Holidays)  
Full Medical/Insurance Package  
County Pension Plan participation

Hours of Work: 35 hours per week (M-F 8:30 to 4:30)

Reports To: District Judge

Date of Job Description Creation/Update: 1/17/23

---

### **Overall Description of the Position:**

A Senior Procedure Clerk performs all clerical duties relative to the processing of forms and servicing of persons filing action with the Magisterial District Court.

### **Position Requirements:**

- ◆ High School Diploma
- ◆ A minimum of one to three years of related experience preferred.
- ◆ Previous legal administrative experience a plus
- ◆ Basic knowledge of legal terminology, the criminal justice system and the court system a plus
- ◆ Ability to handle highly sensitive, confidential and/or legal issues
- ◆ Knowledge of and ability to use Microsoft Office Products (**Basic Word, Word Perfect and Excel understanding, and use required**)
- ◆ Professional Verbal and Written Communication
- ◆ Ability to work against a tight time deadline
- ◆ Ability to maintain records and files on a daily basis
- ◆ Basic record keeping skills
- ◆ Ability to type quickly and efficiently. Accuracy is of utmost importance.
- ◆ Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals either on computer or calculator
- ◆ Ability to use computer or calculator with speed and accuracy

- ◆ Must establish and maintain an effective working relationship, both over the phone and in person with members of the public
- ◆ Ability to communicate and work with various other county and state departments and organizations
- ◆ Work independently with minimal supervision
- ◆ Ability to travel periodically for training
- ◆ Must be willing to participate in and pass a criminal background check.

### **Position Duties:**

- ◆ Types letters, forms, reports and other correspondence
- ◆ Photocopies, scans, or images various types of documents
- ◆ Phone receptionist and direct customer service duties
- ◆ Duties also involve both accounting or procedural tasks and the handling of money.
- ◆ Must use the state MDJ computer system on a daily basis
- ◆ Assist District Judge and office staff members on a daily basis
- ◆ Assist with the scheduling of hearings
- ◆ Works on special projects as assigned
- ◆ All other duties as assigned or required

### **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 a **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 13, 2024**