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## Employee Job Description

**Department:** Mercer County Sheriff

**Position Title:** Administrative Assistant

**Pay Classification:** P&A 05 (Entry 18.37 – 25.83/hr.)

**Reports To:** Sheriff

**Date of Job Description Creation/Update:** 5/7/24

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### **Overall Descriptions of the Position:**

Administrative Assistants provide clerical and processing support services for the Sheriff's Office.

### **Position Requirements:**

- Must have a high school diploma or equivalent
- Must have working knowledge of the judicial system/criminal justice system. Prior legal office work strongly preferred
- Must have past customer service experience and training
- 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
- Must have an excellent mathematical aptitude
- Must have excellent computer skills with Word/Excel/Power Point/Etc.
- Identify the different levels/court cycle of the judicial system
- Must pass a pre-employment criminal background check
- Must pass pre-employment physical and drug screen
- Must have a valid Drivers' License
- Ability to work both independently and as a team member
- Clearances: Child abuse history clearance, PA State Police criminal record check, FBI criminal background check
- Criminal Justice Info System (CJIS) Certification (Post hiring requirement)
- Notary or ability to obtain notary license preferred

### **Position Duties (General):**

- Provides direct customer service to citizens visiting or calling the Sheriff's Office.

- Phones and messages for all divisions within the sheriff's office
- Reviews daily schedule of Court sales and hearings
- Dockets writ of execution and complaints
- Issues appropriate refund checks for applicable services
- Carry out effective collection procedures
- Invoices for services completed
- Prepares and deposits all monies received
  - Daily/Monthly deposits, checks written reports, and monthly bank statement reconciliation for the civil/real estate/firearms bank account
- Files licenses and other necessary papers
- Data processing duties as needed or required
- Knowledge of Pennsylvania Rules of Civil Procedure
- Working knowledge of Firearms Division, Civil Processing Service, and Protection from Abuse procedures
- Assist Deputy Sheriff's as needed or required
- All other duties as assigned

### **Real Estate Duties:**

- Duties Writs of Execution, Possession, and Seizure:
  - Real Estate Sheriff's Sale Execution
  - Set up yearly calendar of sale dates and praecipe filing dates, and complete all steps needed prior to, during, and following a real estate sheriff's sale while coordinating with attorneys, sheriff, and deputies.
 

(Docketing, receipting, sheriff's service papers, sheriff's returns of service, levies, costs, postings, advertising, prep for lien searches, statements of sheriff's sale costs and schedules of distributions, transfer tax documents, issue checks for costs distribution, invoicing, deed creation, deed filing, and court ordered corrective deed creation and deed filing. Maintain and update current sheriff's sale case listing.)
- Personal Property Sheriff's Sale Execution
  - Set up sale dates specific to each case, and complete all steps needed prior to, during, and following a personal property sheriff's sale while coordinating with attorneys, sheriff, and deputies.
 

(Docketing, receipting, sheriff's service papers, sheriff's returns of service, levies, garnishments, costs, postings, interpleaders, claims for exemptions, statements of sheriff's sale costs and schedules of distributions, issue checks for costs distribution, invoicing, and bills of sale.)
- Possession
  - Set up real and personal property possession dates and complete all steps needed prior to and following a possession while coordinating with attorneys, sheriff, and deputies.

(Docketing, receipting, sheriff's service papers, sheriff's returns of service, costs, and invoicing.)

- Seizure

Coordinate with attorneys, sheriff, and deputies to complete seizure.

**Civil Process Duties:**

- Provide direct customer service for calls or visitors at the department
- Docket Writs, Civil Complaints, Mortgage Foreclosures, Praecipe
- Responsible for processing and docketing all Protection from Abuse orders and services
- Process, deposit, collect fees, calculate and invoice all services, generate refund checks to attorneys
- Balance checking account
- Assist warrant division with correspondence as needed
- Security certifications (CJIS), child abuse clearances
- Maintain Commonwealth of Pa Notary status and notarize and record all services

**Firearms Permit Duties:**

- Provide direct customer service for calls or visitors at the department
- Process deposits, collect fee, calculate & invoice all services and generate refunds checks to businesses , individuals & Permitium fund
- Balance checking account
- Maintain CLEAN certification
- PFA revocations
- 302 warrants & arraignment sheets
- License to carry conceal process 30-50 a day
- License to sell firearms ( all gun stores in mercer county / store front & home sales / internet sales )
- License to sell precious metal (work with DA detectives and department of agriculture to maintain these licensee)
- Run backgrounds
- Responsible for state reports (semiannually – for civil & real estate & and license to sell)

**Physical Requirements:**

- ◆ Must be able to stand, sit, and walk at will. Must be able to climb/descend stairs
- ◆ 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:**

**All interested applicants must print and complete the Standard County of Mercer Application for employment.**

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

Mercer County

HR Department  
125 S. Diamond St., Suite 17  
Mercer, PA 16137

**Deadline to Apply: May 24, 2024**

Must be postmarked by Deadline date