



Employee Job Description

Department: Mercer County Courts – Magisterial District Court

Position Title: Senior Procedure Clerk

Pay Classification: TCN 06 (Entry \$18.87/hr.)
Increase at 6 mo. (\$19.33/hr.) and 1 year. (\$20.14/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: 6/24/25

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
- ◆ Understanding of legal terminology, the criminal justice system, and the court system
- ◆ Ability to handle highly sensitive, confidential and/or legal issues
- ◆ Knowledge of personal computer operations including Microsoft, Word, Excel, Windows, and ability to use the statewide case management system on a daily basis.
- ◆ Professional Verbal and Written Communication
- ◆ Ability to work effectively and efficiently under strict legal time constraints
- ◆ 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 multitask time sensitive issues
- ◆ Ability to travel periodically for training
- ◆ Ability to work on-call during afterhours and weekends as needed
- ◆ Must be willing to participate in and pass a criminal background check

Position Duties:

- ◆ Docket and scan all incoming Criminal, Traffic/Non-Traffic, Landlord/Tenant, Civil complaints
- ◆ Schedule hearing upon receipt of docketed cases
- ◆ Issue summons, fingerprint orders, police department notification forms, hearing notices
- ◆ Issue warrants for failure to respond, to pay, and/or appear
- ◆ Re-call and re-issue warrants after 120 days from Police Departments and Constables
- ◆ Process request for possession, execution of judgment, and certified judgment
- ◆ Tracking of all civil filings over 60 days without service
- ◆ Schedule virtual hearings with state prisons
- ◆ Complete probation/parole forms and send to probation
- ◆ Enter disposition, sliding fine amounts, payments, and payment plans on cases
- ◆ Receive payments at transaction counter, phone, mail, or online payments and apply to correct case
- ◆ Schedule payment determination hearings
- ◆ Process certified mail and enter accepted/returned into the system. If returned, determine if Constable service is needed.
- ◆ Process request for continuances by Affiant, Attorney, and/or Defendant
- ◆ File cases that have been entered in the case management system according to docket number and year
- ◆ Properly close completed cases after disposition and/or last payment collected
- ◆ Process expungement requests when received from AOPC and Clerk of Courts
- ◆ Balance daily transactions in case management system and accurately fill out deposit slip
- ◆ Scan all final documents on completed criminal cases and send to Clerk of Courts within 10 days of disposition
- ◆ Research for new information in old/new files to possibly obtain current address to pursue closing an outstanding case
- ◆ On-Call duties when assigned Magisterial District Judge is scheduled
- ◆ Process of Emergency Protection from Abuse and Violations of Protection from Abuse
- ◆ 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.
- ◆ Assist District Judge and office staff members on a daily basis
- ◆ 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
125 S. Diamond Street, Suite 17
Mercer, PA 16137

Deadline to Apply: August 18, 2025