



Employee Job Description

Department: Domestic Relations Office

Position Title: Senior Procedure Clerk

Pay Classification: TCN06 (Entry \$17.41/hr.)

Reports to: Intake Supervisor

Date of Job Description Creation/Update: 08/28/2025

Description of Position:

This classification of DRS employees encompasses those positions which are involved in general office work including data entry in the computers; docketing and filing of original papers and Court Orders; reception work; greeting clients and providing them with information regarding the DRS; opening/processing daily mail which includes scanning all incoming correspondence, i.e. letters, earnings reports, etc.; sorting and distributing overnight batch from PACSES; handling the rescheduling of all Conferences and Hearings as requested by clients or attorneys; and preparation of files for Non-Support Court.

Position Requirements:

- Must possess people skills and decision-making ability.
- Ability to work in a professional and confidential environment.
- High level of organizational and prioritization skills.
- Must possess technical knowledge of operating personal computer, spread sheets, windows, and data entry.
- Must possess good communication and interpersonal skills, allowing effective interaction with clients, attorneys and the DRS personnel both in person and on the phone.
- Must possess ability to use and interpret support law.
- Ability to comprehend a variety of documents including case files, civil complaints, UIFSA/IFSA forms, all locate forms and court orders.
- Must possess ability to work effectively with potentially emotional individuals in a stressful and sometimes adversarial environment.
- Must possess ability to work with clients with varying levels of education and life skills.
- Must possess ability to express ideas clearly and concisely both orally and in writing.
- Must be able to work independently with minimal supervision taking only unusual issues to a supervisor.

- Must be able to lift 20 lbs. routinely and more occasionally.
- Complete state required annual security training every May.
- Complete and/or attend any assigned PACSETI trainings.
- Complete the mandatory state 65-hour new hire within 6 months of hire date.

Position Duties:

The following duties may be assigned within this class of employee. These are not to be construed as exclusive or all-inclusive and employees possessing the skills within this class may be assigned to complete any task within the class. Other duties may be required based on the functional requirements of the PACSES system.

- Date stamps and files all documents requiring docketing, responsible for maintaining and tracking of all docket files.
- Enter manual docket entries into ePACSES.
- Processes orders after they are returned from the Courts signed and dated, by mailing copies to all parties and Attorneys on record.
- Scans all orders into ePACSES imaging and files original in paper docket file.
- Certify our orders for the purpose of providing to other county/state courts.
- Pulls docket files for Non-Support Court and prepares case files for Judges.
- Types and distributes subpoenas to clients and/or attorneys as requested.
- Completes month end reports.
- Prints schedules for Conferences and Hearings and distributes to all DRS staff needing copies.
- Schedules all initial conferences for newly opened cases.
- Handles all rescheduling or canceling of Conferences and Hearings. If a Conference or Hearing is rescheduled or canceled, processes all corresponding notices that are generated.
- Prepares Non-Support Court lists, provides them to the courts, and notifies them of any reschedules or cancelations.
- Makes daily Courthouse run at 11:00 A.M. and 3:00 P.M. to deliver Orders and correspondences and pick-up same.
- Answers all incoming phone calls. This requires a thorough knowledge of DRS operation and law and an ability to field questions and deal with clients needing varying degrees of assistance.
- Talks with clients as the initial point of contact with the DRS, making appropriate referral to DRS staff.
- Uses ePACSES to find information needed.
- Keeps abreast of changes in DRS law.
- Scans and processes all incoming mail into the ePACSES system.
- Process outgoing certified mail using Walz Certified Pro
- Responsible for the scanning of all documents that are passed to them from other DRS departments.

Minimum Education and/or Experience Required:

High school Diploma & at least 6 months experience in an office/ professional work setting.

How to Apply:

Please complete the standard [County of Mercer Application](#) and send a letter of interest, salary history, and your resume to the following:

Mercer County
HR Department
125 S Diamond Street, Suite 17
Mercer, PA 16137
hr@mercercountypa.gov

Applications can be submitted via USPS, e-mail, or hand delivered.

Deadline to Apply: Position posted until filled