



Job Description

Department: Clerk of Courts, Register of Wills and Clerk of Orphans' Court
Position Title: Assistant Cost Collection Coordinator
Pay Classification: P&A 04 (Entry \$18.94/hr. - \$27.09/hr.)
Full Time (35 Hrs. per week)
Medical/Dental/Vision/Life benefits available
13 Paid Holidays per year
Paid Vacation and Sick Time
County Defined Benefit Pension Plan
Reports To: Clerk of Courts

Position Summary:

Responsible for assisting in the development, monitoring and enforcement of payment plans for all criminal court-related obligations to include fines, costs, restitution, house arrest fees, drug testing fees, supervision fees, and other administration fees as may be ordered or incurred in the participation in a variety of programs administered by the County.

Major Duties:

- Intakes/screens all criminal defendants being considered for or ordered to complete payment plans to pay court ordered obligations Assist with the training of new staff
- Conduct timely financial intake interviews with defendants and investigates, evaluates, and verifies information provided by the defendants regarding their ability to pay court ordered obligations.
- Assist in determining the terms for all installment payments plans and helps monitor all accounts for delinquency in compliance with court directives.
- Ensures the accurate documentation of offender contracts.
- Initiates progressive sanctions in delinquent cases including delinquency notices, administrative conferences, and the scheduling of Court hearings.
- Prepares and maintains all required offender reports, files, and records as it relates to the collection program.
- Attends as needed bench warrant review hearings, indirect civil contempt hearings, strike 586 hearings and provides accurate reports and testimony.

- Maintains effective working relationships with other County Departments, State or Federal Agencies, Attorneys, Public and others having business with the office.
- Works on special projects as assigned.

Responsibilities:

- Strong customer service skills required.
- Ability to speak calmly and confidently to convey information.
- 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 work effectively and efficiently under strict legal time constraints.
- Technical knowledge of personal computer operations including Microsoft Word, Excel, Windows.
- Must have excellent keyboarding skills. 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.
- Ability to communicate and work with various other county and state departments and organizations as needed or required.

Job Requirements:

- Bachelor's degree in accounting, math or related field of study.
- 1-2 years or more years of experience in a court, legal or collections related occupation.
- 1-3 years of Court or law office related experience preferred.
- Ability to pass and maintain JNET Certification – CLEAN Certification.
- 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.

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