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## Job Description

Department: Mercer County Courts – Magisterial District Court 35-3-03  
(Greenville, PA)

Position Title: Senior Procedure Clerk

Pay Classification: TCN 06 (Entry \$19.34/hr.)  
Increase at 6 mo. and 1 year.  
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

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### Position Summary:

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.

### Major 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 info 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 a current address to pursue closing an outstanding case.
- On-call duties when the assigned Magisterial District Judge is scheduled.
- Process of Emergency Protection from Abuse and Violations of Protection from Abuse.
- Type letters, forms, reports and other correspondence.
- Photocopy and scan 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 daily.
- Work on special projects as assigned.
- All other duties as assigned or required.

**Job Requirements:**

- A 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 daily.
- Professional Verbal and Written Communication.
- Ability to work effectively and efficiently under strict legal time constraints.
- Ability to maintain records and files daily.
- 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 a computer or calculator.

- Ability to use a 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.
- 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](mailto:hr@mercercountypa.gov)

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

**Deadline to Apply: Position posted until filled**