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## Job Description

Department: Clerk of Courts, Register of Wills and Clerk of Orphans' Court  
Position Title: Senior Procedure Clerk  
Pay Classification: Hourly: TCN 08 (Entry \$20.52/hr.)  
(\$21.07 at 6 months: \$21.73 after 1 year)  
Reports To: Clerk of Courts

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### Position Summary:

Senior Procedure Clerks will be responsible for docketing, processing, and filing all official Court related petitions, Court Orders, and all other court related documents. Clerks will also assist internal/external customers in person and via telephone daily.

### Major Duties:

- Docketing via electronic data entry and processing of miscellaneous orders.
- Wait on customers and take payments at the counter and process mailed-in payments.
- Process ARD Orders, Rule 586 dispositions, Veterans Court/Treatment Court/Mental Health Court dispositions, which includes all follow-up reporting to PennDOT.
- Processing of transcripts.
- Processing Summary Appeals and M3 cases.
- Aids in the processing of Juvenile & CYS cases, docketing and processing of bench warrants, returns and vacates, and marriage license applications.
- Post IPP bills, Commonwealth bills and Extradition costs by Sheriff.
- Processes Estate, Guardianships, Adoptions and docket related petitions and orders.
- Process estate search requests and aids the public in genealogy work.
- Backup for marriage license applications.
- Types letters, forms, reports and other correspondence.
- Photocopies or scans images of various types of documents.
- Phone receptionist duties.
- Works on special projects as assigned.
- All other duties as assigned.

**Responsibilities:**

- Ability to speak calmly and confidently to convey information.
- 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.
- 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 communicate and work with various other county and state departments and organizations as needed or required.

**Job Requirements:**

- High school diploma, and a minimum of 3 years' experience working in the legal system or an office environment. Law office experience strongly 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 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**