

SECRETARIAL SUPPORT I-DISTRICT COURTS

Job Status: Full Time

Location: District Court 31-1-02

501 Hamilton St., Allentown, PA 18101

Hourly Rate: \$18.17

GENERAL DEFINITION

Performs a variety of job tasks for effective operation and support of the magisterial district court at a decentralized court facility under the supervision of the District Court Operations Manager and the Magisterial District Judge. This entry level position requires an organized person with excellent communication skills and the capability to learn, multi-task and maintain a high volume of work. A person in this position will be responsible for processing Civil, Landlord/Tenant, Criminal, Traffic, and Non-Traffic cases per PA Rules of Court, Local rules and procedures, and AOPC procedures. In addition, this position requires receipting payments, preparing bank deposits, applying internal control procedures, and preparing various financial reports.

TYPICAL EXAMPLES OF WORK:

- Processes electronic filings/enters citations, complaints and all other filings in the MDJS Computer System for Traffic, Non-traffic, Court Criminal, Civil, Landlord/Tenant, and Miscellaneous cases. Once entered, prepares the appropriate files. At the direction of the magisterial district judge, schedules trials, hearings and continuances. Enters case dispositions and/or judgments in the MDJS computer system as directed by the magisterial district judge. Prepares and handles the mailing of all notices as required by the Rules of Court.
- Files all cases docketed in the magisterial district court according to the AOPC Procedures Manual and local procedure. Takes appropriate procedural actions and maintains files on all cases docketed in the magisterial district court according to the PA Rules of Court, local rules and procedures and the AOPC Procedures Manual.
- Maintains court calendar. Coordinates with private attorneys and local police to coordinate hearings and minimize the need to reschedule. Schedules formal arraignments according to local guidelines and Common Pleas schedules.
- Receipts and applies payments received daily and appropriately prepares bank deposits. Maintains accurate accounting records according to AOPC Procedures Manual and established local policies/procedures
- Processes paperwork for Night/On-call shifts as required.
- Performs general secretarial duties such as letter writing and correspondence, as directed by the Magisterial District Judge. Reviews incoming mail and responds as directed by the magisterial district judge.
- Interacts effectively with the public, personnel and clients of the system.
- Learns and complies with the internal control procedures as established.
- Adheres to standards of conduct and decorum of the court.
- Other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to implement State and local policies and procedures.

Maintain a professional working relationship with all District Court stakeholders including, but not limited to, public, co-workers, other departments/county employees, attorneys, police, etc.

Ability to perform all work types identified above.

Thorough knowledge of English usage, grammar, spelling and punctuation as used in processing clerical

Ability to effectively communicate information to internal and external stakeholders.

Ability to effectively operate general office equipment as required to complete job responsibilities.

Ability to utilize computer applications required to complete job responsibilities including but not limited to MDJS, LCARS, Microsoft Word, Outlook, and various video conferencing formats.

Must have ability to travel to various locations to provide clerical support and/or attend required training.

ACCEPTABLE TRAINING AND EXPERIENCE:

Highschool diploma or equivalent.