

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

12 MINUTE CLERK/JUDICIAL ASSISTANT (PART-TIME) – COURTS
\$18.2925/hr. – 15 hrs/wk.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 10/29/2024

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

MINUTE CLERK/JUDICIAL ASSISTANT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide specialized support within the 43rd Judicial District as needed for acquiring, preparing, completing, executing and distributing Court files/documents for matters heard (Forms, Orders, Sentence Sheets, Trials, etc.) by the Judges of the Court of Common Pleas (when assigned to court proceedings) and to provide substitute coverage of secretarial duties in any of the judicial chambers (when assigned to chambers for coverage of judicial secretaries due to vacations, illness, etc.).

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

In the courtroom:

Must be able to access all Court related documents and navigate all court-related programs. Communicate with presiding judge and discuss any inquiries he/she may have.

Obtains files for all scheduled cases. Obtains, prepares and places files in chronological order. Review each file for any outstanding bench warrants, and/or petitions relating to court proceedings. Ensures that each file contains the relevant paperwork and proper Order attached. Print out the necessary Petitions/Motions and any additional information for those judges who do not refer to electronic court files.

Assumes responsibility for all forms being properly executed and filed. Must have knowledge of proper forms used for each court proceeding and assumes responsibility for acquiring and preparing of all forms, legal documents and correspondence necessary to enable court proceedings to flow efficiently. Must have ability to draft forms/template orders. Maintain knowledge and procedures of all assigned divisions of the Court. Accurately annotate daily lists and Orders and distribute same to the appropriate departments.

Coordinates with the court administration office and law librarian to keep all forms up to date and available in each courtroom, the self-help center/law library, and court administration office. Updates bench books as necessary.

In chambers:

Provides coverage for judicial secretaries covering vacation, sick and personal time as assigned by the Court Administrator.

Maintains schedule for judge in case management system and chamber-specific; notifies individuals of dates, times and cancellations and/or changes in appointment times.

Prepares, types and drafts various legal documents and correspondence to include letters, memoranda, opinions, etc.; reviews information for accuracy and completeness; makes corrections and/or additions as needed; obtains approval and signature from judge as necessary; distributes documents to other departments, applicable filing office and/or personnel; maintains copies for departmental files and future reference; maintains confidentiality of all legal documents and proceedings.

Maintains copies (if applicable and not readily available electronically) for future reference and use by the permanent judicial secretary and/or authorized individuals.

Serves as liaison between assigned judge and attorneys, agencies, law enforcement, defendants, and other individuals; answers questions and provides information as required; contacts attorneys regarding motions and orders.

Greets visitors, attorneys and the general public as necessary; answers questions and provides information; collects necessary information.

Receives and screens incoming telephone calls for judges from attorneys, and other individuals; routes calls and/or takes messages as necessary; answers questions from staff, law enforcement, outside agencies, the public or other individuals as necessary; provides information accordingly.

Utilizes various office equipment such as personal computer, calculator, fax machine, scanner, photocopier, and other equipment as necessary to perform daily duties; uses various computer software in the preparation of reports, documents and case tracking and maintenance; keeps apprised of changes in equipment and software; learns new programs as necessary.

Receives incoming mail; sorts and distributes to appropriate individuals; prepares certified letters and outgoing mail; processes UPS and overnight packages; delivers to appropriate location.

Performs other administrative duties such as scanning, photocopying, faxing documents; assisting other administrative and support staff with assignments; locating and printing docket entries, reviewing and organizing documents; and performing other duties as required during the day-to-day operations of assigned division.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) years previous experience and/or training that includes responsible legal, criminal justice and/or administrative functions required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- College Degree Preferred (not required)
- Paralegal Certificate Preferred (not required)
- Must possess a high school diploma or GED
- Must maintain confidentiality at all times.
- Must project a professional demeanor.
- Must possess excellent inter-personal, written and oral communication skills.

- Must have the ability to keep accurate, efficient and legible minutes of trials, hearings and court proceedings.
- Must be able to work calmly and proficiently.
- Must be reliable, dependable, well organized and detail-oriented.
- Must be computer literate with the ability to learn and become proficient in the use of new software programs, as required.

COMPUTER SKILLS

Knowledge of all court-related computer programs: CPCMS and Infocon. Knowledge of Microsoft products, especially Word and Internet Explorer. Responsibility for accurately retrieving data from CPCMS and Infocon. Must be willing and capable of learning the new C-Track civil case management system when it is implemented within the next twelve months.

ADAPTABILITY

The Court Clerk must be able to navigate from courtroom to courtroom and chambers to chambers, adapting themselves to each division of the Court. They must be mindful that each Judge has a different procedure and may have their own specialized forms. They must be able to be ready to transition to another assignment in the same day.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; talk and hear. The employee frequently is required to sit for long periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

The noise level in the work environments varies from moderate in the courtroom to quiet in chambers.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.