

**POSITION AVAILABLE**

**JUDICIAL ADMINISTRATIVE ASSISTANT  
MAGISTERIAL DISTRICT COURT 18-3-03  
KNOX, PA**

Opening available for full time position (35 hrs per week) of Judicial Administrative Assistant in Magisterial District Court 18-3-03. This employee will serve all district court offices in Clarion County, but will be based in the Knox, PA office. The District Court Offices are under the supervision of the Honorable James G. Arner President Judge. This is a skilled position requiring a 2 year business or paralegal degree, or equivalent experience. Submit cover letter and resume with no less than three references by email to [bmccleary@co.clarion.pa.us](mailto:bmccleary@co.clarion.pa.us). Resumes accepted through May 26, 2017. For more information visit the Human Resources section of Clarion County website at [www.co.clarion.pa.us](http://www.co.clarion.pa.us). Clarion County is an Equal Opportunity Employer

DEADLINE FOR RESUMES EXTENDED FROM MAY 12 TO MAY 26, 2017

Court of Common Pleas of Clarion County  
421 Main Street Suite 34  
Clarion, PA 16214  
(814) 226-9351  
Fax (814) 226-1097

James G. Arner  
President Judge

Tammy J. Slike  
District Court Administrator  
Email: [tjslike@co.clarion.pa.us](mailto:tjslike@co.clarion.pa.us)

## **POSITION VACANCY**

**Posting date**  
May 2, 2017

**Closing date**  
May 12, 2017

**POSITION:** Judicial Administrative Assistant

**LOCATION:** Based in District Court 18-3-03 Knox, PA  
but will travel to all Clarion County District Court Offices

**TYPE POSITION:** Level 1 (Full Time, 35 hours per week)

**SALARY:** \$19,706.00

**ELIGIBILITY REQUIREMENTS:** Education equivalent to completion of 12<sup>th</sup>  
grade and 2 year business or paralegal  
degree or equivalent experience  
Need strong computer and accounting skills

**TO APPLY:** Send cover letter and resume as a pdf with no less than  
three references to [bmcclarey@co.clarion.pa.us](mailto:bmcclarey@co.clarion.pa.us)

**APPLICATION DEADLINE:** May 12, 2017

**CLARION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

# CLARION COUNTY COURTS JUDICIAL ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

## POSITION DESCRIPTION:

Non- Exempt

### **OVERALL OBJECTIVES**

This employee provides administrative and clerical support in an automated environment to the District Judge. The employee holding this position is responsible for District Court administration and the complete and accurate records of the District Court. The position works with sensitive information requiring strict confidentiality.

### **ESSENTIAL FUNCTIONS**

Dockets automated criminal and civil cases for various arresting agencies, complainants and plaintiffs.

Prepares legal forms as directed by AOPC Office Procedures Manual, including Warrant Control Report, Case Management Report, Server 1099 Reports, and many others.

Maintains tickler system and index card files.

Maintains filing system for the case dockets, both manual and automated.

Enters activities pertaining to docket records on a daily basis.

Collects fines and costs for civil, criminal, and private complaints and citations.

Prepares documents for the distribution of funds to designated agencies and individuals.

Maintains records of monies collected and disbursed.

Prepares weekly, monthly, and quarterly reports for municipalities, police departments, the County and the Commonwealth.

Transfers funds monthly to the County and local municipalities.

Prepares daily deposit and reconciles bank statement.

Maintains and balances petty cash fund.

Schedules trials, arraignments, preliminary hearings, civil hearings, weddings, office appointments, etc.

Rearranges the court calendar to accommodate cases which have been continued and contacts any interested parties to reschedule.

Answers telephones, ascertains nature of business, takes messages, provides assistance and directs calls.

Prepares a variety of documents including letters, court orders, bail bonds, commitments, waiver of counsel, waiver of hearing, guilty plea colloquy, time payment orders, warrant returns, marriage licenses, billing invoices, traffic and other citations, and many other documents as needed.

Provides background checks for various agencies such as Clarion County Probation offices, military officials, Sheriff's office, and other law enforcement agencies as requested.

Provides information to the news media upon request regarding any and all docketed cases.

Processes mailing of criminal and civil complaints, notices of hearings, subpoenas.

Greets people at the counter for their appointments, hearings, or if they are making payments.

Periodically may be called out for duty on weekends, holidays, or after office hours.

### **SUPERVISION RECEIVED**

Reports directly to the District Judge. Receives limited or no instruction or supervision in carrying out routine day to day tasks.

## **SUPERVISION GIVEN**

N/A

## **WORKING CONDITIONS**

The work environment characteristics described herein are representative of those employee encounters while performing the essential functions of the position. A Judicial Administrative Assistant works indoors on a regular basis in an office with minimal environmental factors.

## **PHYSICAL/ MENTAL CONDITIONS**

Must possess the ability to do light work with occasional lifting/carrying of objects up to 10 pounds.  
Must be able to pay close attention to detail while being able to concentrate for long periods of time.  
Must be able to sit for long periods throughout the work day with occasional standing, walking, twisting, and bending.  
Must possess the ability to convey and present information, explain procedures, and follow instructions.

## **QUALIFICATIONS**

Completion of business school and/or Paralegal degree or any equivalent combination of training and experience.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Ability to work effectively with the public, co-workers, attorneys, litigants and government officials.  
Ability to speak and write English fluently and to understand written and spoken English.  
Ability to communicate effectively with district judges, law enforcement personnel, attorneys, litigants and all others having business with the district court, that communication being both verbal and written.  
Good interpersonal skills.  
Ability to exercise initiative and problem-solving skills in carrying out job duties, and to make independent decisions when circumstances warrant.  
Ability to function independently and to be flexible.  
Possess or develop a working knowledge of the Rules of Civil and Criminal Procedure.  
Possess or develop a knowledge of legal terminology.  
Knowledge of modern office practices and equipment.  
Skill in utilizing current word processing and spreadsheet software, such as Microsoft Office.  
Ability to handle a variety of unrelated issues simultaneously.  
Partisan political activity prohibited.

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**I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THERIN. I HEREBY ACCEPT THE POSITION OF JUDICIAL ADMINISTRATIVE ASSISTANT AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.**

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**Employee's signature**

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**Date**

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**Department Head signature**

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**Date**

In compliance with the Americans with Disabilities Act, Clarion County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and incumbent employees to discuss potential accommodations with the County.

Created 03/11/2015  
Amended 6/10/16