

# BUCKS COUNTY COURT OF COMMON PLEAS

<b>JOB TITLE:</b>	Judicial Clerk (07-2-05)	<b>JOB CODE:</b>	525
<b>DEPARTMENT:</b>	District Court	<b>UNION:</b>	05
<b>FLSA STATUS:</b>	Non-Exempt	<b>GRADE:</b>	3A
<b>LOCATION:</b>	Quakertown, PA	<b>REVISION DATE:</b>	10/25/2019

## POSITION SUMMARY:

Performs a variety of job tasks for effective operation and support of the magisterial district court at a decentralized court facility under the leadership of the court clerk administrator and the supervision of the magisterial district judge.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Enters citations, complaints and all other filings in the MDJS Computer System. Once entered, prepares the appropriate files. At the direction of the magisterial district judge, schedules trials, hearings and continuances. Enters all 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. Prepares marriage applications.
- Files all cases docketed in the magisterial district court according to the AOPC Procedures Manual and local procedure. Maintains files on all cases docketed in the magisterial district court according to the PA Rules of Court and the AOPC Procedures Manual. Updates and maintains all daily reports (e.g., Warrants to Print/Issue, DL-38's to Print, Summonses to Issue, Indigent Hearings, etc).
- Records and enters all dispositions and/or judgments in the MDJS as directed by the magisterial district judge. Prepares and handles the mailing of notices to all interested parties as required by the Rules of Court.
- Handles all money received into the magisterial district court. Collects appropriate monies, records monies, issues receipts and appropriately deposits said monies. Balances the cash, checks, and credit card payments with the receipts daily. Prepares bank deposit and deposits money in the bank designated as depository. Maintains accurate accounting records as set forth in the accounting manual.
- Prepares all required reports to state, county and local municipalities. Prepares all required weekly and monthly checks to the state, county and local municipalities. Learns and complies with the internal control procedures as established.
- At the direction of the magisterial district judge and/or as required by the President Judge, transports/sends records and reports to designated locations for the efficient operation of the magisterial district court system.
- Performs general secretarial duties such as letter writing and correspondence. Interacts effectively with the public, personnel and clients of the system. Reviews incoming mail and answers it as directed by the magisterial district judge.
- Adheres to standards of conduct and decorum of the court.
- Other duties as may be assigned.

## QUALIFICATIONS REQUIRED:

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.

- Minimum education – high school graduate.
- Typing skills – minimum 40 wpm.
- Must pass a basic skills test administered by District Court Administration.
- Must be available for on-call, after hour coverage when assigned.
- Data entry experience preferred.
- Ability to perform basic telephone etiquette, communicate in a pleasant fashion and converse courteously with a wide variety of people to project a positive image of the court.
- Must be able to operate general office equipment as required: computer, calculator, photocopy machine, fax machine, postage meter, credit card system, telephone and typewriter.
- A basic knowledge of magisterial district court operation is preferred but not required.
- Any combination of experience and training that affords the applicant an opportunity to gain the above listed knowledge, skill and ability.

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