

## FAYETTE COUNTY

### MAGISTRATE SECRETARY I (Floater)

Position Description

Non-Exempt

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#### OVERALL OBJECTIVE OF JOB

To maintain and coordinate all phases of the clerical/secretarial and bookkeeping duties of the Magistrate's Office and satellite office locations.

#### ESSENTIAL FUNCTIONS OF JOB

1. Prepares a variety of legal forms and documents including criminal/civil complaints, warrants, subpoenas, bonds, commitments, notices, etc.
2. Files and docket citations, complaints and all actions taken in each case.
3. Processes certified mailings of criminal/civil complaints, court orders, etc.; assists with daily incoming and outgoing mail.
4. Interviews and screens callers; answers routine telephone inquiries, or directs callers to appropriate individual; composes responses to routine correspondence.
5. Makes and cancels appointments and maintains monthly calendar.
6. Collects fines and costs due department and makes appropriate recording, posting and record keeping for same. Writes checks and makes bank deposits as required.
7. Performs daily bookkeeping, cash balances and prepares statistical and other reports as required.
8. Enters data in computer; types various forms, reports and correspondence.
9. Takes and transcribes legal dictation or types from drafts as required.
10. Schedules summary trials, continuances and other hearings as necessary and closes cases when cleared.
11. Maintains up-to-date manuals for department use.
12. Orders office supplies for department as needed.

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ESSENTIAL FUNCTIONS OF JOB (Cont.)

13. Interacts with the courts and County offices as necessary.
14. Directs visitors to courtroom or other County offices.
15. Prepares all weekly, monthly, annual financial reports required by the Pennsylvania Department of Revenue and the Administrative Office of the Pennsylvania Courts.
16. Performs notary work, if assigned.
17. Travels to District Justice Offices Throughout the County.

OTHER DUTIES OF JOB

1. Attends meetings, seminars, hearings, in-services as required.
2. Performs other job related duties as required.

SUPERVISION RECEIVED

Receives occasional instruction and little supervision from District Justices regarding daily work duties.

SUPERVISION GIVEN

None

WORKING CONDITIONS

1. Works indoors in adequate workspace, lighting and temperatures, but with fluctuations in ventilation.
2. Works with average indoor exposure to noise and stress, but subject to frequent disruptions.
3. Normal indoor exposure to dust/dirt.
4. Periodically encounters irate/angry customer or experiences disruptive behaviors, with no security precautions available.

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PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit, stand and walk intermittently throughout the work day, with occasional stooping, bending, twisting, reaching, pushing and pulling necessary to carry out work duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
4. Sedentary work, with occasional lifting/carrying of objects/files with weights of ten to twenty pounds.
5. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS

A. EDUCATION/TRAINING

High school diploma or equivalent and some business/clerical training, including computers and bookkeeping training.

B. WORK EXPERIENCE

4-5 years working experience in a Magistrate=s Court, legal environment, or a related field.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential work duties.
2. Must possess effective communication and interpersonal skills and the ability to interact with the general public.

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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Cont.)

3. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
4. Must possess ability to maintain confidentiality and diligence in regard to client and county information and records.
5. Must possess the technical knowledge of operating personal computers.
6. Must possess some knowledge of legal terminology and the operation and procedures of the civil and criminal court system.
7. Must possess ability to take and transcribe legal and/or other dictation and type from drafts clearly and accurately with reasonable speed.
8. Must possess ability to prepare and maintain files and reports.
9. Must possess knowledge and ability to perform general office practices and procedures, including basic math skills, and general bookkeeping, and scheduling of appointments.
10. Must possess excellent organizational skills and ability to handle a variety of duties accurately and efficiently.
11. Must possess knowledge and ability to docket and file legal actions appropriately.
12. Must possess a valid driver's license
13. Must possess the ability to follow instruction explicitly.
14. Must be proficient in grammar, spelling, and preparation of correspondence.
15. Must possess the ability to travel to all District Justice Offices throughout the County.

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