The Court of Common Pleas of the 59th Judicial District of Pennsylvania
Is seeking a **Clerk** for **District Court 59-3-03** in **St. Marys**.

POSITION DETAILS: Full-time, non-bargaining, benefits eligible with the County of Elk.
LOCATION: District Court 59-3-03, St. Marys, Pennsylvania
HOURS: Monday – Friday, 8:30 a.m. – 4:00 p.m. No evenings or weekends.
SALARY: $25,883.00 - $32,354.00/annual (FLSA: Non-Exempt)

DUTIES:
The clerk is responsible for providing general assistance to the operation of the Magisterial District Court, including data entry, typing, accounting, and clerical processing of
civil and/or criminal cases. Additional duties include, but are not limited to:

- Processing cases including entering cases into the case management system; scheduling hearings; mailing notices to litigants; and preparing required notices and documents.
- Receipt and/or reconcile accounts relating to costs and fine collection.
- Assist litigants, attorneys, and the general public who appear for hearings or visit the office.
- Provide administrative support, such as answering phone calls, making copies, processing mail, making deposits, ordering supplies, etc.

REQUIREMENTS:

The successful candidate must pass a criminal background check.

INSTRUCTIONS:
Please send a cover letter and resume to:
District Court Administrator
PO Box 416
Ridgway, PA 15853
or by e-mail to: lcovac@countyofelkpa.gov.

EOE