

# **JOB POSTING**

## **Judicial Line Staff**

**POSITION:** Judicial Line Staff  
Magisterial District Court 04-3-02  
118 Main Street  
Wellsboro, PA 16901

**JOB DESCRIPTION:** This is complex and varied clerical and bookkeeping work involving a large exercise of independence in the conduct of standard duties. This position involves frequent use of office equipment and paper files. Work involves substantial public contact, maintain court schedule, significant data entry, and weekly, monthly, and annual bookkeeping. Work is largely reviewed by observation of results.

### **MINIMUM EDUCATION/EXPERIENCE**

- Graduation from High School or possession of a GED certificate.
- Courses or work experience evidencing some knowledge of clerical, secretarial, and/or bookkeeping work.

### **PREFERRED EDUCATION/EXPERIENCE**

- Previous secretarial, clerical, or computer experience;
- Previous bookkeeping experience;
- Considerable knowledge of business English, spelling, arithmetic, and vocabulary;
- Considerable knowledge of modern office equipment, practices, and procedures;
- Ability to keep complex records, to assemble and organize data, and to prepare reports from such records;
- Ability to make computations and tabulations with total accuracy and reasonable speed;
- Ability to learn and use specialized language and technical terms;
- Ability to establish working relationships with other employees and the public;
- Ability to understand complex written and oral instructions;
- Ability to work with minimal supervision.
- Ability to multitask and prioritize daily workload.

### **ESSENTIAL FUNCTIONS OF WORK:**

- Maintains confidentiality;
- Operates a computer system on a regular basis, preparing letters, memos, reports, forms, invoices, bills and receipts, working from verbal or written instructions and from established procedures;
- Maintains a complex record, filing; statistical, and accounting system;
- Schedules hearings and maintains calendar of events;
- Screens callers and visitors, answering inquiries by telephone or in person or correspondence, and providing basic policy and procedural information;
- Receives, records, and disburses money for the department, maintaining accounting system for payment/distribution of fines, costs, fees, and restitution;

- Work regularly with the MDJ in the review of maintenance of records and with the county and state auditors at regular intervals;
- Performs work as required by the Magisterial District Judge as needed for the MDJ office and as required by the President Judge;
- Although primarily employed at the Wellsboro District Court, may be called upon the cover different judicial line staff positions in Tioga County if the need arises.

**SALARY:** Salary is \$14.33 per hour per the collective bargaining agreement. The successful applicant must complete a six-month probationary period. Once achieving full qualified status, the Magisterial District Judge can submit a memorandum for a \$1.00 per hour increase.

**REPORTS TO:** Robert L. Repard, Magisterial District Judge

**TO APPLY:** Applications will be accepted until 4:30PM on June 6, 2025, or until the position is filled.

Please apply by:

1. Completing a county application. Applications can be obtained at the Courthouse lobby or online at [www.tiogacountypa.us](http://www.tiogacountypa.us). Applications can also be completed and submitted online. Please visit our webpage and select Human Resources from the department listing and click on online application form to complete and submit online.

Please return completed applications and resumes to Human Resources at 118 Main Street, Wellsboro, PA. Applications may also be faxed to 570-723-8206 or emailed to [hr@tiogacountypa.us](mailto:hr@tiogacountypa.us).