



County of Jefferson – Employee Job Description

Department: District Attorney

Position Title: Department Clerk
4186-120

Pay Classification: \$15.35/hour
Minimum of 35 hours per week
County Pension
Insurance Benefits
12 Paid Holidays per year
Paid Time Off (Personal, Sick, & Vacation)

FLSA Status: Non-Exempt
Non-Union

Reports To: District Attorney and Supervisor

Objective:

To perform the duties involved in the processing and prosecution of criminal cases through the Jefferson County court system.

Qualifications:

A. Education/Training:

1. High School Diploma or equivalent required, plus some secretarial, legal, and computer training.
2. Valid driver's license preferred.

B. Work Experience:

1. 6-12 months' work experience in legal or District Attorney's office.

Background Clearance:

Valid Pennsylvania State Police and/or FBI clearance.



County of Jefferson – Employee Job Description

Knowledge, Skills, and Abilities Required:

1. Must be able to speak and understand the English language as well as follow oral and written instruction.
2. Must possess initiative and problem-solving skills.
3. Must possess the flexibility to function both independently and efficiently with general public, government officials, staff, and others.
4. Must maintain personal integrity.
5. Must possess the ability to multi-task while meeting deadlines.
6. Must maintain confidentiality in regards to county information and records.
7. Must possess the technical knowledge of operating personal computers and other office equipment as necessary with accuracy and reasonable speed.
8. Must possess the knowledge of legal terminology.
9. Must possess the ability to take and transcribe legal dictation and type from drafts clearly and accurately with reasonable speed.
10. Must possess the ability to prepare and maintain files and reports.
11. Must possess the ability to compare replies to routine correspondence.
12. Must possess the knowledge and ability to assist in the preparation and assembly of legal documents.
13. Must possess some knowledge of the operation and procedures of civil and criminal court systems.

Physical and Mental Requirements:

1. Must be able to sit, stand, and walk intermittently throughout the workday with frequent twisting, stooping, bending, reaching, grasping, and lifting/carrying objects weighing a maximum of 30 pounds necessary to carry out essential job duties.
2. Dexterity requirements range from coordinated movements of fingers/hands to simple movements of feet/legs/torso as necessary to carry out essential job duties.
3. Must demonstrate emotional stability and the ability to cope with the physical and mental stress of the position.
4. Must be attentive to detail.

Duties and Responsibilities:

1. Answers telephone and responds to routine inquiries or takes messages/transfers calls to the appropriate individuals.
2. Greets and assists the general public by taking or providing information or directing them to the proper location.
3. Gathers mail/papers from other offices within the courthouse and reviews, sorts, and distributes mail and correspondence within the department.
4. Maintains and updates files of all paperwork within the department.



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Duties and Responsibilities (cont'd):

5. Prepares letters in correspondence with parole and expungement requests and processes parole and expungement documents.
6. Inputs new case information and updates information in the Prosecutorial Management System.
7. Schedules Summary Appeals with the Assistant Court Administrator and the Affiant in regards to dates and times for Summary Appeal Hearings.
8. Prepares the required motion and order for Accelerated Rehabilitative Disposition (ARD) Revokes.
9. Enters the final dispositions and sends a copy to the appropriate officer.
10. Calculates the Prior Record Score (PRS) for defendants.
11. JNET – CLEAN certified for the DA office, running RAPs and Driver Records and any plate registration required to be run for the District Attorney/County Detectives.
12. Maintains inventory of supplies.
13. Assists staff with clerical duties in absence of other clerical staff members, or as needed.
14. Operates computers and other office equipment as needed.
15. Attends meetings and trainings as required to maintain competency.
16. Performs other job-related duties as assigned.

Working Conditions:

1. Works indoors in congested work space but with adequate lighting, temperatures, and ventilation.
2. Frequent indoor and outdoor exposure to noise, stress, and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Travels rarely.



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Acknowledgement:

I am able to perform the essential functions of this position without an accommodation.

Yes _____ No _____ (Initial)

Jefferson County reserves the right to change or reassign job duties or to combine positions at any time. I further understand I am an at-will employee and this Job Description does not constitute a contract of employment.

Jefferson County is an equal opportunity employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics, or any other category protected under applicable law.

I have read this Job Description and fully understand the requirements set forth herein. I hereby accept the titled position and agree to abide by the requirements set forth as well as policies and will perform all duties and responsibilities to the best of my ability.

(Employee Signature)

(Date)

(Employer Signature)

(Date)