

Position Title: Clerk**Department: Magisterial District Judge**Reports To: MDJ

Purpose of Position

The purpose of this position is to perform clerical office functions for the Magisterial District Judge.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed and exclusive or all-inclusive. Other duties may be required or assigned.

- **Maintains and creates computer files for criminal, non-traffic, traffic, civil, landlord/tenant, and miscellaneous cases.**
- Create and maintain paper files for criminal, non-traffic, traffic, civil, landlord/tenant, and miscellaneous cases.
- **Receipt of payments for citations and filing fees. Generate receipts and follow proper accounting methods relative to receipt of funds. Deliver daily deposits to savings institutes. Distribute funds to State, County, and local governmental entities, as well as to crime victims, and constables. Generate and maintain daily, monthly, and annual reports for funds received by the District Court.**
- **Schedules District Court proceedings and maintain the District Court's calendar.**
- **Draft letters and other correspondence.**
- **Processes incoming and outgoing mail.**
- **Answer telephone, take messages, provide appropriate assistance to the public regarding District Court procedure and proceedings, and direct calls and inquires as appropriate.**
- **Perform limited background checks as requested by representatives of the United States Military, Federal Agencies, and State Agencies.**

Minimum Training and Experience Required to Perform Essential Job Functions

High school graduate with two to four months working experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- **Ability to operate a variety of office equipment including typewriter, calculator, photocopier, telephone, personal computer, MDJ computer system, etc.**
- **Ability to lift twenty to forty pounds for purposes of storing and distributing office supplies.**
- **Ability to stand for thirty minute periods of time for purposes of filing documents, and organizing/docketing mass filings.**

Mathematical Ability

- **Ability to add, subtract, multiply, divide, calculate decimals, and calculate percentages.**