

MONTOUR COUNTY

Job Description

Job Title: DEPUTY PROTHONOTARY/CLERK OF COURTS/ORPHANS COURT
Department: PROTHONOTARY /CLERK OF COURTS
Reports to: Prothonotary
FLSA: Exempt
Preparation Date: March 2019

SUMMARY: Provides for overall operations of the departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES: includes the following. Other duties may be assigned.

1. Prepares Common Pleas Dockets by filing, entering, docketing, preparing files, and indexing in the Judgment Indexes for Civil Suits, Divorces, Mortgage Foreclosures, Abuse Petitions, Judgments, and any other necessary work related to this process
2. Maintains Common Pleas Records by entering, docketing, preparing files for Custody Complaints, Special Masters Reports, Petition for Change of Name, Supreme Court Orders, Mental Health Petitions, Company Financial Statements, and any other necessary work related to this process
3. Prepares Orphans Court Docket by entering, docketing, preparing files for Adoptions, Guardianships, Termination of Parental Rights, Involuntary Interventions, and any other necessary work related to this process
4. Prepares Criminal Dockets by filing, docketing into Common Pleas Case Management System, preparing files, entering bail judgments on criminal matters, and scans said files.
5. Keeps track of sentencing orders, post-trial petitions, Parole petitions, files and docketing.
6. Completes filing and indexing in judgment index Stip vs. Liens, Mechanics Lien Claims, Water and Sewer Liens
7. Prepares filing of First and Final accounts.
8. Maintains a tracking system on sentencing orders, post-trial petitions, parole petitions.
9. Prepares Summary Appeals by filing, docketing, and preparing the files.
10. Researches on a yearly basis the dockets and prepares a list of inactive cases for the past two years. Notifies all parties of inactive files and prepares a final list for court. Purges the inactive cases upon action from the courts
11. Receipt all filing fees
12. Notarizes documents for the public such as: Tax Collector Reports, Election Petitions, Handicapped Parking Permit Applications
13. Dockets Federal Tax Liens
14. Prepares appeals to Superior Court on civil and criminal cases by photocopying all documents in file, label and number every document, prepare an index of documents and exhibits submitted. Certify all documents and send by certified mail
15. Reconciles all 3 bank account statements monthly. Print register of outstanding checks monthly
16. Assists the public on genealogy searches, applications for Birth records, and other information needed in relation to the Prothonotary's and Clerk of Courts Office

DEPUTY PROTHONOTARY/CLERK OF COURTS/ORPHANS COURT

17. Prepares monthly reports which include the Criminal Report, Civil Report, Family Court Report, Orphans Court Report, and Jurors Report with information on total number of cases pending, new cases started and disposed of cases and total pending for the next month (AOPC Report)
18. Prepares and bills for costs involved in Master Fees, Custody, Divorce and Abuse cases
19. Prepares follow-up bills for outstanding costs of cases to individuals
20. Prepares a bill list for Commissioners of expenses of office, special Master fees, Board of Arbitration
21. Accepts Passport Applications and transmits to the Passport Office in Philadelphia
22. Prepares Road Dockets

DEPUTY CLERK OF COURTS RESPONSIBILITIES

1. Enter costs individually on all Criminal Cases
2. Print-out of costs to Probation for Collection
3. Prepares and issues subpoenas (Criminal and Civil)
4. Attends Court of Common Pleas routine court days and trials. Keeps minutes of the Proceedings, Swears-In witnesses, pull and take court files to court
5. Jury trials: take the roll of jurors; record their mileage; call up jurors for questioning and selection
6. Make photocopies of juror questionnaire and master list; Give to attorneys
7. Prepare daily bank deposit; file daily receipt register; prepare monthly reports and checks (i.e. restitution, State and County Funds) on all three accounts
8. Docket and file Search Warrants

DEPUTY ORPHAN'S COURTS RESPONSIBILITIES

1. Prepares Marriage License Applications
2. Issue Certified Copies of Marriage License, which often requires searching old docket books and manually typing a form
3. When Marriage License returns are received from Priest or Minister, data is entered in computer file as well as typed at top of original application
4. Prepare and transmit monthly report on Marriage and Divorce statistics to State Agency
5. Enter and Maintain data in the Guardian Tracking System of the Administrative Office of Pennsylvania Courts

EDUCATION AND/OR EXPERIENCE:

Associate's Degree preferred

Prior experience in Criminal or Civil Law; Paralegal Experience preferred

Experience with public strongly preferred

Applicant must pass criminal background check

DEPUTY PROTHONOTARY/CLERK OF COURTS/ORPHANS COURT

LANGUAGE SKILLS:

Excellent communication skills; ability to interact at all levels and backgrounds
Above average computer literacy, especially Word & Excel
Basic math skills
Ability to multi-task; work with disruption and distraction
Excellent organizational and detail-oriented ability
Limited decision-making requirements

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form

WORK ENVIRONMENT:

Work is performed in an office environment to include courtroom