

JOB DESCRIPTION

JOB TITLE: Judicial Aide
STATUS: Non-Exempt/Union
Salary: \$30,986.30

DEPARTMENT: Magisterial D. J. Cartwright
DEPARTMENT #.: 163

GENERAL SUMMARY: A judicial aide is required to know 6 areas: criminal, civil, traffic, non-traffic, landlord/tenant and bookkeeping. Each aide is responsible for one of these areas, but must be knowledgeable in the other 5 areas. As part of his/her responsibility each aide must know the law and procedure for their specific job. All aides should be cross-trained.

SUPERVISION RECEIVED AND EXERCISED: Receives administrative direction from the District Justice.

ESSENTIAL JOB FUNCTIONS:

- Responsible for maintaining his/her caseload which includes collecting fines and payments, issuing warrants and PennDOT transmissions.
- Maintain files according to the prescribed AOPC rules.
- Ensure cases are filed properly and that documents are returned timely for court.
- Work with the general public as well as state and local police, school officials, constables, game, fish and dog commission officers and earned income tax officers.
- Schedule hearings and issues service of process in all areas.
- Handle the tasks/responsibilities of other persons in the office in their absence.
- Train new personnel in administrative procedures.

CRIMINAL DUTIES:

- Docket all criminal cases into the computer.
- Schedule all arraignments and preliminary hearings.
- Process warrants.
- Work with bail bondsmen.
- Process all paperwork for committing and releasing prisoners.
- Declare fugitives.
- Prepare transcripts sent to court.
- Coordinate cases with Adult Probation, victim's advocates, Court Administrator, District Attorney and Public Defender's offices.
- Process continuance request and coordinate with central court.

CIVIL DUTIES:

- Process all civil complaints.
- Schedule hearings with attorneys, plaintiffs and defendants.
- Work closely with constables to assure that the civil processes are completed in a timely manner.
- Follow-up with dispositions and certified transcripts.
- Process order of execution and work with constables/sheriff's departments.

TRAFFIC DUTIES:

- Docket all traffic citations into the computer.
- Files citations in proper alphabetical and time sequence order.
- Arrange payment schedules.
- Receipt and process all monies received.
- Schedule hearings with attorneys, state police, local police and defendants.
- Work daily with PennDOT in suspension of driving privileges and transmission reports.
- Process appealed cases and forward paperwork to the Prothonotary's office.
- Schedule payment determination hearings as requested.
- Process pre-warrants and warrants.
- Maintain activities on previous years' citations until closed and file according to state laws.

NON-TRAFFIC DUTIES:

- Docket all non-traffic cases into the computer.
- File all hard copies according to AOPC regulations.
- Work with PA State Police, local municipal police departments, railroad police, code enforcement and sewage enforcement.
- Work with game commission and fish commission authorities.
- Work with dog law officers and Human Society officers.
- Process truancies and school district complaints and citations.
- Schedule hearings.
- Process payment schedules.
- Process pre-warrants and warrants.
- Process fingerprint orders.
- Receipt and process all monies received and schedule payment arrangements.
- Schedule payment determination hearings as requested.
- File suspensions of driver license privileges with PennDOT.
- Schedule drug and alcohol evaluations and follow-ups especially with underage drinking cases.
- Follow-up with juvenile cases for community service and amends program; file juvenile petitions.
- Process community service projects.

LANDLORD/TENANT DUTIES:

- Process all landlord/tenant cases; issue service of process.
- Schedule all hearings within the legal time limits.
- Follow-up with hearings and possession of property.
- Process order of executions.

BOOKKEEPING DUTIES:

- Responsible for accounts receivables, bank reconciliations and accounting for preparation of state check, city/county checks.
- Prepares checks for constables, municipalities, school districts, county, state and restitution payments.
- Verifies and reports on account balances.

- Prepares monthly reconciliation and year-end closings.
- Assists in preparation of state and county audits.
- Prepare daily deposits.
- Maintains office accounts (non-budget) with state mandated disbursements.
- Prepare requisitions for budgeted office expenditures.
- Maintain running budget encumbrances and balances.
- Assists in preparing annual budget estimates.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to use a personal computer.
- Ability to learn the state provided computer system.
- Ability to use typewriter, fax and copy machines.
- Knowledge of basic legal terminology.
- Some knowledge of the operations and procedures of the criminal court system.
- Ability to understand and follow oral and written instructions.
- Ability to maintain confidentiality of classified information.
- Ability to move office supplies from storage areas to workspace.
- Ability to handle trays of files up to 30 pounds.

MINIMUM JOB REQUIREMENTS:

- Graduation from high school or possession of a GED certificate and experience in a related field or;
- Any equivalent combination of acceptable training and experience.

WORKING CONDITIONS:

- Work is normally performed in a typical interior/office work environment.
- Moderate physical activity.
- May require physical effort including lifting up to 25 pounds.
- May be required to sit, stand, or walk for extended periods of time.
- Occasional travel.
- Exposure to computer screen.

OTHER REQUIREMENTS:

- Possession of a valid driver's license may be required.

.....

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.