



Magisterial District Court Administrative Specialist

Department: Courts/ Magisterial District Court 29-3-03 – MDJ Gardner

Revised: April 23, 2025

GENERAL DESCRIPTION

This is a position requiring a high degree of accuracy, organization, and confidentiality in performing a wide range and high volume of administrative tasks with regard to all types of cases within the jurisdiction of the magisterial district courts.

SPECIFIC DUTIES

- General – Assist the public in person and via telephone; answer questions from the public, lawyers, and representatives of other court and county offices and state and related organizations about general functions and operations of the office; provide procedural information to court users (but not legal advice); provide information to attorneys and court officials on particular cases; receive, review, and process incoming mail; perform duties correctly and timely in compliance with internal office policies and procedures and directives of the Administrative Office of the Pennsylvania Courts; provide administrative support to the Magisterial District Judge and other court personnel; perform other duties as assigned
- Case Processing – Docket new criminal, traffic, non-traffic, civil, and landlord-tenant cases; process case filings and court documents for all case types (criminal, traffic, non-traffic, civil, and landlord-tenant); schedule hearings and prepare hearing notices; maintain an accurate court schedule; receipt payments, prepare payment orders, and distribute funds; communicate with attorneys, constables, court and court-related offices, and government agencies; prepare files for hearings; process warrants and maintain warrant ticklers; maintain case files; review case management reports; prepare files for records retention; compose documents and correspondence; prepare reports; enter data into case management software systems and databases
- Fiscal – Receive, receipt, and record check, cash, and electronic payments for fees, court costs, fines, bail, etc.; prepare daily bank deposits; generate and review fiscal reports; prepare and submit reports and issue checks to the state, county, and municipalities; issue restitution checks; reconcile bank statements

QUALIFICATIONS

- High school diploma or equivalent and three years of related experience
- Formal post-high school training or associate's degree in related field preferred but not required
- Preferred knowledge of related rules, procedures, and terminology

- Ability to proficiently operate a personal computer (MS Word, Excel, and Outlook), typewriter, calculator, adding machine, copying and scanning machines, and other general office equipment
- Ability to learn new software programs
- Possession of excellent customer service and conflict resolution skills
- Ability to communicate clearly and concisely
- Ability to exercise good judgment and maintain tact, composure, and confidentiality
- Possession of strong organizational skills and attention to detail
- Ability to maintain records, assemble data, and compile and analyze reports
- Thorough knowledge of business English, spelling, punctuation, and mathematics (addition, subtraction, multiplication, division, and the ability to count money and distribute appropriate change)
- Ability to multitask and work independently
- Ability to learn, understand, and follow the various Magisterial District Judge System (MDJS) Manuals, the Pennsylvania Rules of Criminal Procedure, and the Pennsylvania Rules of Civil Procedure Governing Actions and Proceedings Before Magisterial District Judges
- Commitment to demonstrating conduct that inspires public confidence and trust in the Courts, preserves the integrity of the Court system, and reflects a commitment to serving the public
- Compliance with the Code of Conduct for Employees of the Unified Judicial System of Pennsylvania
- Submit to and pass a drug screening and background check per County policy

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS

Office environment with the potential for a high degree of stress due to interactions with potentially dangerous criminal offenders and emotionally distraught individuals in highly stressful situations

Monday-Friday from 8:30 a.m. to 5:00 p.m.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer