The Monroe County Human Resources Office is now accepting applications for the following position:

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7 MDJ TECHNICIAN – MAGISTERIAL DISTRICT COURTS

$17.2214/hour | Full-Time (35 hours/week)

Current County employees interested in this position must submit a bid sheet and resume to the Human Resources Office.

Notice: Employment with the County is contingent upon the successful completion and submission of a Criminal Background Check (http://epatch.state.pa.us), to be obtained at the candidate's expense prior to the start date. Additional position-specific clearances may be required.

REPOSTED: 11/05/2026 **REMOVE:** OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: 7 TECHNICIAN – COURTS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide direct administrative, clerical and procedural support to the 43rd Judicial District Magisterial District Court system, including the Magisterial District Judge, Magisterial District Court Staff, and other Court Departments as required. Duties and responsibilities include, but are not limited to: case processing within the Magisterial District Court and between various departments, assisting the Magisterial District Judge with work/office related functions, assisting with all general office functions.

ESSENTIAL FUNCTIONS

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

Performs customer service functions in person, by telephone, or by email; provides information or assistance regarding court services, activities, forms, procedures, fees, or other issues; responds to routine questions from staff, outside agencies, the public or other individuals as necessary; provides information accordingly; refers complaints/problems to appropriate supervisors.

Inputs and processes complaints, citations, dispositions and judgments in the state court case management computer system; ensures that information is accurate and complete; updates and/or makes corrections as necessary to case information; processes documentation within designated timeframes and per established procedures; maintains confidentiality of all information as required; schedules hearings and trials for cases as required by rules of court; prepares subpoenas as requested; arranges prisoner transportation; apprises all parties of changes in event scheduling.

Keeps apprised of changes in equipment and software; learns new programs and uses various computer software in the preparation of documents, case tracking and maintenance; attends all meetings and trainings as required.

Types, drafts and prepares various correspondence to include letters, memorandums, reports and other documents; reviews information for accuracy and completeness; makes corrections and/or additions as needed; maintains copies for departmental files and future reference.

Accepts and receipts payments of various payment methods for fines, costs, bail, collateral and other required fees; performs daily deposit functions; makes deposits into proper bank accounts; accounts for proper amount of change in change fund; creates and prints checks as required; reconciles court bank account as required.

Assists 10 Advanced Technician with closing, boxing, archiving and/or purging outdated files in accordance with relevant rule, law and procedures setting forth record retention schedules.

Utilizes various office equipment such as personal computer, fax machine, photocopier, and other equipment as necessary to perform daily duties; notifies 10 Advanced Technician of any necessary maintenance and repair needs; keeps apprised of changes in equipment.

Notifies 10 Advanced Technician of any need for office supplies, postage and other necessities; receives supplies and distributes accordingly.

Receives incoming mail, UPS parcels, and overnight packages; opens, sorts and distributes to appropriate individuals; prepares certified letters and outgoing mail.

ADDITIONAL FUNCTIONS

Exhibits understanding and employs principles of confidentiality.

Displays professionalism and conflict resolution skills when dealing with court users, the public, and colleagues as necessary.

Works collaboratively with colleagues and employees of the Court and County.

Able to work in an environment with varying levels of authority.

Exhibits willingness and ability to adapt to change.

Able to work independently and with minimal supervision; able to exercise discretion and exhibit problem-solving skills.

Performs other related duties as assigned by the President Judge, District Court Administrator, Deputy Court Administrator, Special Courts, or his/her designee.

Understands and exhibits appropriate courtroom decorum.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by six (6) months of previous experience and/or training that includes general administrative and clerical responsibilities required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. Requires the ability to count money and distribute appropriate change to paying customers.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.