



COURT OF COMMON PLEAS OF MIFFLIN COUNTY
58th JUDICIAL DISTRICT OF PENNSYLVANIA

Mifflin County Courthouse
20 North Wayne Street
Lewistown, PA 17044

AARON L. GINGRICH, PRESIDENT JUDGE
JONATHAN W. REED, JUDGE

PHONE (717) 248-4613
FAX (717) 248-8337

June 11, 2025

Re: Case Coordinator II

The Mifflin County Court of Common Pleas has an opening for a Case Coordinator II within the Magisterial District Courts to begin July 1, 2025. Attached is the job description. Interested applicants should U.S. Mail a letter of interest and resume to The Honorable Aaron L. Gingrich, President Judge, Judge's Chambers, Mifflin County Courthouse, 20 North Wayne Street, 3FL, Lewistown, PA 17044, by Friday, June 27, 2025.

If you have questions, please feel free to contact the Court Office by telephone (717) 248-4613.

Sincerely,

A handwritten signature in blue ink that reads "Christine M. Stuck". The signature is written in a cursive, flowing style.

Christine M. Stuck
District Court Administrator

Attachment

**Mifflin County
Position Description**

Position Title: Case Coordinator II

Date: June 11, 2025

Pay Grade: 7

Starting Salary: \$19.81/hour

Department: Minor Courts

Reports to: Magisterial District Judge

Full Time: 36.25 hours/week

Purpose of Position

This position will support the Magisterial District Judge with all administrative duties. The Case Coordinator II is responsible for the processing and maintenance of confidential and non-confidential records.

Essential Duties and Responsibilities

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/or assigned.

Maintain computer records relating to criminal cases, civil cases, traffic cases, non-traffic cases, search warrants and any other legal proceedings; maintain paper records relating to criminal cases, civil cases, traffic cases, non-traffic cases, search warrants and any other legal proceedings in the prescribed format; appoint conflicts counsel as needed; schedule interpreters for Limited English Proficiency and hearing impaired or deaf case participants and process billing for same; monitor record retention/destruction as outlined in the AOPC Record Retention Schedule and submit request for destruction to Court Administration. Enter, maintain and monitor warrants in the Local Warrants Database. Prepare and submit to the President Judge a yearly account of cases filed, monies collected and distributed to all entities including county, state, townships, boroughs and restitution recipients.

Perform all accounting procedures including, but not limited to, receiving and processing funds, by mail, at window and e-pay; prepare daily bank deposits; reconcile checking accounts; prepare state reports; meet with state and county auditors; process all bills to be submitted to the accounts payable department in accordance with Rules governing same.

Prepare and distribute monthly checks to townships, boroughs, county, restitution recipients and any possible refund checks relating to civil cases and landlord/tenant cases. Prepare and distribute weekly checks to the Department of Revenue. Order supplies necessary for daily office operation and, when required, prepare and submit purchase order requests to the Commissioners' Office for approval.

Schedule hearings and summary trial cases to include, but not limited to, coordinating dates with local and out-of-town attorneys and police officers. Monitor certified mail and certified restricted mail on the USPS website relating to hearings/summons. Schedule necessary arraignments or payment determination hearings via Polycom with any institution of incarceration. Maintain tickler files to include follow-up information on the Tobacco Cessation Program and the Positive Actions Program through Clear Concepts, the Underage Drinking Program through Mifflin County Probation and any outlets utilized for community service.

Prepare, file and distribute legal correspondence. Forward cases/documentation to the Clerk of Court relating to criminal cases, search warrants, PFA violations and summary/civil appeals. Pull and prepare criminal cases for the Specialty Courts Administrator and Central Court on a weekly basis. Refer and monitor cases sent to the collection agency.

Work directly with Magisterial District Courts and constables, both in county and out of county, with regard to warrant service, civil service, landlord/tenant service, orders of executions and orders of possession.

Provide information regarding arrests to the local media. Provide information to various agencies such as private investigators and armed services relating to background checks, criminal histories and arrest records.

Greet public providing assistance as required; answer telephones; process mail; accept payments for fines, costs, settlements, etc.

Minimum Training and Experience Required to Perform Essential Job Functions

Two (2) year Associate Degree in business administration with focus in accounting to include experience with legal documents and terminology or any combination of education and five (5) years' experience which provides equivalent knowledge skills and abilities.

Physical requirements

Ability to operate a variety of office equipment including computer, calculator, typewriter, telephone, printer, copier, scanner, etc.

Ability to lift twenty-five pound boxes.

Mathematical Ability

Ability to add, subtract, multiply, divide and perform all related math functions.

Language Ability and Interpersonal Communication

Conversant in legal terminology and understand various legal documents.

Interpret generally accepted accounting principles and standards and apply them to a business environment.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.

Ability to record and deliver information, explain procedures and follow instructions.

Ability to work independently with minimum supervision.

Environmental Adaptability

Use current software packages including word processing, spreadsheet, database and automated accounting packages on a local area network.

Demonstrate problem-solving/research abilities in a business setting.

Demonstrate a professional manner appropriate to a business environment through work performance and personal appearance.

Demonstrate good communication skills to interact with attorneys, plaintiffs, defendants, witnesses, police officers and others effectively. Productively converse with litigants to diffuse conflict and confrontational situations while effectively collecting due and over-due funds.

Mifflin County 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 employees and incumbents to discuss potential accommodations with the employer.