

Job Posting

Organization:	Tioga County Probation Department
Job Title / Position Number:	Judicial Line Staff
Type Position:	Full Time
Salary Range:	\$15.83 (\$1.00 increase after training complete)
Posting Length:	15 days
Posting Dates:	8/12/26 to 8/26/26
Contact Name / Number:	Casey Zuchowski ; 570-723-8205 or Marlo Carl; 570-723-8204
Job Description:	See Attached Job Description

The Judicial Line Staff member serves as the first point of contact for the public and provides comprehensive administrative and clerical support to the department. This position requires exceptional customer service, attention to detail, strong organizational skills, and the ability to work efficiently in a fast-paced environment while maintaining confidentiality and professionalism. Responsibilities also include case processing, scheduling, financial transactions, and general office support to ensure the effective operation of the department.

There is room for growth in the department with the anticipated position of Office Manager becoming available in the next 12 months. Please see the contact information above or visit the Probation office for a copy of the job description or more information.

ELIGIBILITY -- ALL CANDIDATE(S):

- * High school diploma or equivalent; associate degree or additional administrative coursework preferred.
- * Two or more years of customer service, clerical, administrative, legal, or court-related experience preferred
- * Experience handling cash, processing payments, and preparing deposits preferred.
- * Equivalent combination education and experience may be considered.

HOW TO APPLY -- ALL CANDIDATES

1. Completed Tioga County Probation Employment Application. The application must provide details of experience and training as related to the minimum experience and training requirement for they vacancy so eligibility can be determined.

If interested in applying, please obtain an application at the Probation office at:

118 Main Street, Wellsboro, PA 16901

TIOGA COUNTY IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER

Job Description

Judicial Line Staff

Position Summary

The Judicial Line Staff member serves as the first point of contact for the public and provides comprehensive administrative and clerical support to the department. This position requires exceptional customer service, attention to detail, strong organizational skills, and the ability to work efficiently in a fast-paced environment while maintaining confidentiality and professionalism. Responsibilities also include case processing, scheduling, financial transactions, and general office support to ensure the effective operation of the department.

Essential Duties and Responsibilities

- Serve as the primary receptionist by greeting and assisting the public, attorneys, law enforcement officers, and other agencies in person and by telephone.
- Generate court notices, warrants, receipts, reports, and other documents as required.
- Process new and existing court cases by entering, updating, and maintaining case information in the case management system.
- Prepare, review, file, scan, and maintain legal documents, correspondence, court orders, and other official records.
- Receive, process, and balance payments for fines, fees, restitution, and other court-related financial transactions.
- Prepare daily deposits and maintain accurate financial records in accordance with established department policies and procedures.
- Utilize a variety of computer software and court management systems, including word processing, spreadsheets, email, electronic filing systems and financial software.
- Perform data entry with a high degree of accuracy and attention to detail.
- Perform miscellaneous clerical duties as assigned to support daily department operations.

Knowledge, Skills, and Abilities

- Excellent customer service and interpersonal communication skills.
- Ability to interact professionally with individuals who may be upset, emotional, or in stressful situations.
- Strong organizational and time management skills and ability to prioritize multiple tasks.
- Ability to maintain confidentiality and exercise sound judgment.
- Knowledge of general office procedures and administrative practices.
- Proficiency with multiple computer applications and case management systems.
- Ability to learn court rules, policies, procedures, and applicable statutes.
- Strong mathematical skills for processing financial transactions and balancing daily receipts.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively as part of a team.

Minimum Qualifications

- High school diploma or equivalent; associate degree or additional administrative coursework preferred.

- Two or more years of customer service, clerical, administrative, legal, or court-related experience preferred.
- Experience handling cash, processing payments, and preparing deposits preferred.
- Equivalent combinations of education and experience may be considered.

Disclaimer

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Employees may be required to perform other duties as assigned to meet the operational needs of the department.