



Juvenile Probation – Clerk III

Department: Juvenile Probation

Revised: January 2026

General Description:

This position is responsible for logging all demographic, arrest and dispositional information in JCMS and CPCMS and performs clerical work at a moderately complex level. Maintains office practice and procedure, completes written and oral clerical operations in an office setting and handles all walk-in appointments from the general public.

Specific Duties:

1. Locate and retrieve case information in office file system and from Prothonotary.
2. Answer phone, distribute phone messages and greet general community at JPO window.
3. Assist w/office's inventory of supplies and re-stocking.
4. Convert all office forms into computerized versions on office M drive.
5. Answer phone and route to appropriate voice mail.
6. Enter data from arrest reports, intake investigations and court orders into JCJC / CJTR JCMS program and AOPC's CPCMS.
7. Type letters, envelopes, documents and court orders.
8. Distribute court orders to JPO, family, office file and police.
9. Maintain/update on Tuesday the detention and shelter list and distribute to Chief JPO.
10. Pick up the mail and distribute.
11. Fax documents and retrieve incoming faxes off computer, print and distribute.
12. Maintain client file disposal system (keep until age 25).
13. Complete expungement forms for youth, if they meet criteria.
14. Provide referral totals for monthly report – breaking out felonies, misdemeanors and summaries. Send email to Chief JPO with those monthly tallies.
15. Initiate, track, and vacate Warrants
16. PACFile motions
17. Help with organizing JPO events
18. Trained in JNET and Clean
19. Look up and input Fingerprints and DNA. Submit fingerprint rap sheet corrections
20. Create proposed order
21. Run Stat Eval report in JCMS regularly and verify yearly JCJC Stat Report.
22. Keep JCMS LTM up to date
23. Help new officers navigate JCMS
24. Initiate PADRAI for incoming cases when appropriate
25. Understand JCMS Reports and how to run appropriate reports for Chief and officers when needed
26. Keep accurate reports on incoming and disposed of charges as well as monthly records to be used when tracking numbers

27. Maintain Vacation and Conference room calendars
28. Back up for the court scheduler

Working Conditions:

Normal office environment with some stress due to clientele.

Hours: Monday – Friday, 8:30 – 5:00, 37.5 hours/week, with at least a 30-minute lunch and a 15 minutes break in the morning and a 15-minute break in the afternoon.

Job requirements and Qualifications:

- High school graduate or equivalent and at least two years of related experience
- Post-high school training or associate degree in a related field preferred but not required
- Ability to use computer programs, such as Microsoft Word, Outlook, Excel, Power Point, and Publisher, with proficiency
- Ability to communicate clearly and concisely
- Ability to exercise good judgment and maintain tact, composure, and confidentiality
- Possession of excellent customer service skills
- Possession of strong organizational skills and attention to detail
- Ability to maintain records, assemble data, and compile reports
- Ability to understand and carry out moderately complex oral and written instructions
- Ability to work independently
- 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

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

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