



Court of Common Pleas - 19th Judicial District of Pennsylvania
ADMINISTRATIVE OFFICE OF YORK COUNTY COURTS

York County Judicial Center
45 North George Street
York, Pennsylvania 17401
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DISTRICT COURT ADMINISTRATOR
Paul O. Crouse

DEPUTY COURT ADMINISTRATORS
Megan M. Dietz, Chief
April J. Billet
Billa R. Jamison
Scott E. Lavis
Yorleney Remigio
Jennifer L. Menges

PRESIDENT JUDGE
Honorable Maria Musti Cook

POSITION OPENING
Guardianship Estate Audit Law Clerk

Summary:

This position is responsible for reviewing Court documents and information, for review and disposition filed before the York County Common Pleas Orphans' Court on behalf of parties, executors and/or guardians for accounting to determine accuracy and compliance with requirements set forth by the Court, Supreme Court Procedural Rules and other statutory requirements.

ESSENTIAL REQUIREMENTS, DUTIES, AND RESPONSIBILITIES:

- Review all estate filings for accuracy and completion.
- Keep accurate records of calls, correspondence, and work done on each estate.
- Prepare Adjudication and Decree for each estate.
- Attend hearings regarding any Petitions and Accounts for audit.
- Keep accurate and detailed lists of all continued accounts.
- Prepare memoranda, draft adjudications and decrees in estates ripe for disposition.
- Prepare list of Small Estates and Continued Accounts for Call for Audits.
- Review Annual Guardian Reports of the Person and Estate through the GTS system for approval before filing in Orphans' Court.
- Knowledge and use of the Orphan's Court clerk's computer system.
- Research complex legal issues for all Orphans' Court matters.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Degree from accredited law school and preferred three or more years administrative/fiscal office experience.
- Ability to provide effective, precise communication skills, verbal and written.
- Knowledge of accounting procedures and an aptitude toward detail and accuracy, including computer proficiency.
- Clear Criminal Background Investigation.

Starting salary is \$53,984.59

Please submit your resume and writing sample to:

Court Administration
Billa R. Jamison, Deputy Court Administrator, Human Resources
BRJamison@YorkCountyPA.gov