

CHESTER COUNTY PA ROW OFFICES

(All Four Year Terms)

Clerk of Courts

The elected Clerk of Courts acts as the chief clerk and record keeper for the criminal division of the Court of Common Pleas. The office is responsible for maintaining records for all criminal cases, posting bail, docketing all criminal records filed, assessing costs and fines for criminal cases, collecting monies on summary appeal cases, preparing motor vehicle forms for the Pennsylvania Department of Transportation and filing road dockets. The Clerk of Courts is also responsible for maintaining criminal court dockets and providing a repository for all trial exhibits.

Commissioners

The three-member Board of Commissioners constitutes the chief governing body of the county. The board, together with its executive staff, manages a large and diverse organization whose mission is to provide quality government services in an efficient, cost effective manner. Elected every four years, the commissioners are responsible for policy making, fiscal management, and the administration of county affairs.

Controller

The Controller's Office shall supervise the fiscal affairs of Chester County, including the accounts, transactions and official acts relating thereto, of all officers and persons entrusted with the public funds of the county. The Controller shall maintain accounting records, processes, accounts payable and other disbursements, manage payroll and retirement benefits, and shall be responsible for the internal audit function. Internal audits shall accurately and thoroughly assess the adequacy of controls, legal contractual compliance and good business practices.

Coroner

The Coroner's Office is required to investigate all sudden, violent, traumatic or unexpected deaths. This includes deaths from apparent "natural diseases" but the individual's treating physician has no knowledge of an existing medical condition that could credibly have caused the sudden death. Under these circumstances, it becomes the Coroner's responsibility to determine how and why an individual died. The Coroner is also responsible for assuring the individual's proper identity and that next of kin have been notified.

District Attorney

The core functions of the District Attorney's Office are to investigate, prosecute, and prevent crimes. Chester County is a large and complex county. The Chester County District Attorney is the chief law enforcement officer for the county. Within the county, we have over 50 law enforcement agencies working together, including municipal police departments, the Pennsylvania State Police, federal agencies, and the Chester County Detectives.

Prothonotary

To function as the legal custodian of all civil instruments filed with the Court of Common Pleas, in accordance with the laws of civil procedure of the Commonwealth and the Chester County Rules of Court, by maintaining accurate indices and dockets, providing security for the documents, and making them available to the public.

Recorder of Deeds

An elected county official responsible for the public repository of real estate records, military discharges, official commissions and other documents. The Office of the Recorder of Deeds is used by ordinary citizens on a daily basis. It is an important interface between taxpayers, real estate professionals and county government.

Register of Wills

The register of wills is responsible for probating wills and granting letter of administration in cases where persons die without leaving a will. The register has jurisdiction over and maintains records of wills, inventory of estates and other miscellaneous documents. The register is the commonwealth's agent for the collection of the state inheritance tax. The clerk of Orphans' Court is responsible for performing the administrative record-keeping duties of that court. The clerk of Orphans' Court issues marriage licenses, keeps required marriage record and processes and maintains all guardianship papers for minors and incapacitated persons. All papers pertaining to adoptions are filed in this office.

Sheriff

The Sheriff is an elected county official and is an officer of the County Courts, both civil and criminal. The Sheriff has the primary duty of keeping the peace and quelling riots and disturbances. The Sheriff or his/her deputies are responsible for serving subpoenas, orders and notices issued by the courts, serving various writs and processes, and provide security in the courtrooms during sessions. He/she is responsible for transporting and securing prisoners to and from correctional facilities within the county and state as well as assisting with extraditions of prisoners (fugitives) apprehended out of state. He/she also transports mental health patients and juvenile offenders.

Treasurer

The Office of the Treasurer serves primarily to receive, record and deposit most County funds resulting from payment of taxes, payment due on the sale of various state and county licenses, funds collected in the performance of public services, other state-related revenues (as agent for the State of PA), and payment of judgments and fines.