



JOB DESCRIPTION

JOB TITLE: Part-Time Prothonotary/Records Preservation Clerk

DEPARTMENT: Potter County Prothonotary & Clerk of Courts

SUPERVISOR'S TITLE: Prothonotary & Clerk of Courts

JOB CLASS: Union Class III

PART-TIME PROTHONOTARY/RECORDS PRESERVATION CLERK

STATUS

Dependent upon the continuation of the Prothonotary & Clerk of Courts Automation Fund income, which provides for wages, employer unemployment compensation and F.I.C.A. (Social Security and Medicare).

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

A part-time Prothonotary/Records Preservation Clerk must be reliable, have organizational and data entry skills, and be fully able to fulfill responsibilities that ensure professional and efficient operations of the Prothonotary & Clerk of Courts office.

THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Answer and direct incoming telephone calls
- Organize, index, scan and docket court records as directed by supervisor
- Scan and mail certified copies of marriage licenses
- Have interactions with the public and court-related officials through face-to-face contact, telephone, and other means of communication in a friendly and courteous manner
- Perform other duties as required by Supervisor

GENERAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED, TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Report unusual conditions or questionable matters to Supervisor
- Obey all safety rules and regulations
- Keep work area clean and orderly

QUALIFICATION REQUIREMENTS

KNOWLEDGE AND ABILITIES:

- Ability and/or experience in reading handwritten historical documents is preferred, but not required
 - Able to maintain strict confidence
 - Ability to perform effectively a wide variety of clerical functions
 - Must be able to multi-task
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- Ability to work independently within standard operating procedures and legal requirements
- Ability to adapt to changes in daily office routine
- General knowledge of computer and other various office equipment

EXPERIENCE AND TRAINING:

- High School diploma or equivalency (GED)
- Prior experience, hands-on training or formal schooling regarding research, preservation and care of historical records, and/or court records or some combination of the above is preferred, but not required
- Computer literacy and keyboarding abilities
- Effective written and verbal communication skills
- Effective time management, organizational and problem solving skills
- Effective interpersonal and conflict resolution skills
- Willingness to attend trainings related to job position

PHYSICAL REQUIREMENTS:

- Ability to lift light storage boxes (20 lbs.) and large docket books
- Ability to sit for extended periods of time
- Ability to frequently stand and walk
- Normal manual dexterity and hand-eye coordination
- Corrected hearing and vision to normal range
- Verbal communication

ADDITIONAL REQUIREMENTS:

- Possession of a valid Pennsylvania driver's license
- Must satisfactorily pass criminal record check

HOURS: 17-1/2 hours a week or 35 hours bi-weekly – flexible day/hour option (determined by the supervisor)

PAY RATE AND BENEFITS: \$9.12/hour (per union contract) with applicable taxes and deductions withheld, per law.