



JOB DESCRIPTION

JOB TITLE: Full-Time Secretary/Clerk II

DEPARTMENT: Potter County Prothonotary & Clerk of Courts Office

SUPERVISOR'S TITLE: Prothonotary & Clerk of Courts

JOB CLASS: Union Class IV/Level 1

FULL-TIME SECRETARY/CLERK II – PROTHONOTARY & CLERK OF COURTS

GENERAL DESCRIPTION

The full-time Secretary/Clerk II in the Prothonotary & Clerk of Courts office is responsible for the routing, recording and data entry of information pertaining to Civil Court proceedings.

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

A Secretary/ Clerk II 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:

- Maintain, docket and file both computer and paper records pertaining to Civil proceedings and the various subsections of each division;
- Process and receipt money pertaining to said proceedings;
- Process passport and marriage license applications.

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

- Answer telephone in a friendly and courteous manner;
- 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;
- Report unusual conditions or questionable matters to Supervisor;
- Obey all safety rules and regulations;
- Keep work area clean and orderly;
- Other responsibilities and/or duties as assigned or requested by Supervisor.

QUALIFICATION REQUIREMENTS

KNOWLEDGE AND ABILITIES:

- Experience with the Pennsylvania court system, legal procedures and divorce actions preferred;
- Able to maintain strict confidence;
- Ability to perform effectively a wide variety of clerical functions and in dealing with the public;
- Ability to operate in a responsible manner when in the possession of confidential information;
- Must be able to keep track of details and multi-task;
- Ability to work independently within standard operating procedures and legal requirements;



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- Ability to adapt to changes in daily office routine and willing to learn all phases of the operation of the office;
- General knowledge of computer and other various office equipment.

EXPERIENCE AND TRAINING:

- High School diploma or equivalency with experience in clerical work or business school training preferred;
- Knowledge of or experience with the court system and Pennsylvania legal procedures helpful;
- Knowledge of the InfoCon computer system is a plus;
- 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.);
- Ability to work under and meet deadlines;
- 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 and be bonded to the office holder.

HOURS: Full-time employment of 35 hours a week, normally from 8:30 a.m. to 4:30 p.m. with a one-hour unpaid lunch hour.

PAY RATE AND BENEFITS: Pay rate is based upon the union contract. County benefits package available.