

CLARION COUNTY
Prothonotary/Clerk of Courts
DEPUTY CLERK OF COURTS

Position Description

Non-Exempt

POSITION: Deputy Clerk of Courts
Full-Time, 75 hours per pay, Teamsters Union Position

DEPARTMENT: Prothonotary/Clerk of Courts

PAY GRADE: Follows CBA Scale - \$12.80/hour starting
\$13.90/hour after probationary period

<input checked="" type="checkbox"/>	External
<input checked="" type="checkbox"/>	Internal

POSTING DATES: 12/09/2022-12/20/2022

NUMBER OF POSITIONS AVAILABLE: One (1)

DEADLINE TO APPLY: December 20th, 2022, at 4:00 PM.

HOW TO APPLY

A County application is required to be considered for the advertised vacancy.

Applications are available at:

www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php

OVERALL OBJECTIVE OF JOB

The objective of this position is to serve in a Clerical Support capacity as a Deputy Clerk of Courts with an emphasis on the administrative responsibility involving Juvenile and Children & Youth cases filed within this office. Work includes public contact in accomplishing assignments and effective public relations. Position handles sensitive information requiring strict confidentiality. Assignments are varied in nature and are carried out in accordance with standard clerical practices, procedures, and precedents, general work instructions, and any applicable legal standards or regulations.

ESSENTIAL FUNCTIONS OF JOB

1. Docket Entry of filings for Adult, Juvenile and Children and Youth cases into the Common Plea Case Management System.
2. Maintain proper filing of docket entries into case folders.
3. Copy and distribution of Orders to Attorneys, Public Defender, District Attorney, Police Depts and Defendants. This would also include preparing certified mailings and tracking when necessary. Clocking in, docketing, and filing the return receipt in a timely manner.
4. Administrative handling of Juvenile & CYS cases from time of entry, case transfers, and dispositions. Serving copies of orders to Attorneys, Juvenile Probation, and CYS.
5. Working closely with the Juvenile Probation Office in establishing and maintaining correct procedures of filing case information in accordance with the Common Plea Case Management System.
6. Research of Criminal History Requests from PA State Police (PA Instant Check System (PICS) Unit), US Postal Service & other State Agencies. Responding via fax, email, or mail of copies of information requested.
7. Researching request from PA Board of Probation and Parole for case information. Mailing copies of OTN, Criminal Complaint and Sentence Orders of Cases up for review by Parole Board.
8. Answering incoming telephone calls, answering questions, and routing calls to the proper person.
9. Handle daily walk-ins by rendering assistance such as preparing passports, researching judgments, and other civil & criminal records.
10. Performs public contact work in gathering information, resolving complaints, and providing information.

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11. Scanning and storage of files for easy computer access. Providing a timelier turnaround of information on cases when requested.
12. Accepting and posting payments of costs, fines, and restitution of criminal cases.
13. Attending jury selection and jury trials.
14. Processing and docketing Protection from Abuse Petitions.
15. Assisting with the civil cases when needed i.e., docketing court orders and distributing to the parties; accepting and clocking documents hand delivered to the office.
16. Assisting with month end financial reports, printing and distributing checks, entering court ordered cost and fine payments into CPCMS.
17. Typing and computer data entry.
18. File, index, maintain, and retrieve records as needed.
19. Work cooperatively with county departments.
20. Utilizes computer programs including Microsoft Office programs and other office equipment as needed.

OTHER DUTIES OF JOB

1. Successfully completing the requirements to become a Passport Acceptance Agent and accepting Passport applications.
2. Assists in answering phone and performing other duties within office as necessary.
3. Attends meetings and/or training as required.
4. Travels periodically to perform essential job duties.
5. Performs all other duties and functions as required.

SUPERVISION RECEIVED

Reports directly to the Prothonotary/Clerk of Courts and the Chief Deputy. Receives some but minimal supervision on day-to-day tasks and jobs.

SUPERVISION GIVEN

None

WORKING CONDITIONS

1. Works indoors in adequate workspace, lighting, temperature, and ventilation.
2. Normal indoor expose to dust, dirt, and other elements.
3. Average exposure to noise, stress, and subject to frequent disruptions.
4. Frequent exposure to stressful situations and strict deadlines.
5. Works daily with the potential of confrontations with irate or disruptive individuals.

PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures, and follow instructions.
2. Must be able to sit or stand for long periods throughout the workday, with intermittent periods of walking, bending, twisting, and reaching necessary to carry out duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
4. Occasional lifting/carrying of objects.
5. Must be able to pay close attention to details and concentrate on work.
6. Must be able to cope with physical and mental stress of the position.
7. Must be able to travel to County buildings, as well as meetings and conferences as required.

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QUALIFICATIONS

1. High School Diploma or equivalent required.
2. Three years of clerical experience in record keeping activities, one year of which shall have included the recording, indexing, and processing of legal documentation of record. Any equivalent combination of acceptable education and experience.
3. Valid Pennsylvania driver's license.

CLEARANCES

- Must have acceptable results on all criminal background checks including Act 34 PA State Police Criminal History, Act 151 PA Child Abuse, Drivers Background Check, and FBI clearances.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess ability to understand and follow complex oral and written instructions and to use sound judgement.
3. Must possess ability to pay attention to detail, accuracy, and concentration of work.
4. Must possess ability to ensure confidentiality with sensitive case materials and records.
5. Must possess good communication and interpersonal skills.
6. Must possess the ability to function independently.
7. Must possess working knowledge of pertinent legal terminology to file all civil, criminal documents, i.e., motions, petitions, and orders etc. in the proper sequence.
8. Must have the ability to operate all office equipment including computer, scanner, photocopier, telephone, printer, and fax machine.
9. Must have the ability to type routine correspondence in a timely manner.
10. Must possess ability to maintain records and prepare reports in a timely and accurate manner.
11. Must possess organizational skills and be able to multitask while maintaining a neat and orderly work area.
12. Must possess ability to establish and maintain effective working relations with clients, associates, court personnel, attorneys, co-workers, and the general public.
13. Must be willing to travel as needed.
14. Must possess the technical knowledge and skills to operate computer hardware/software systems and be capable of learning new software systems and hardware quickly.
15. Must have general knowledge of county government and services for referral.

HOW TO APPLY

A County application is required to be considered for the advertised vacancy.

Applications are available:

- Online by visiting:
www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php
- In-Person by visiting the Clarion County Human Resource Office on the 2nd floor of the Administration Building located at 330 Main Street, Clarion, PA 16214
- By fax or e-mail. You must contact the Clarion County Human Resource Office by calling 814-226-4000 EXT 2909 to share your e-mail or fax number.

DEADLINE TO APPLY: December 20th, 2022, at 4:00 PM.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

CLARION COUNTY IS A DRUG FREE WORKPLACE

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT AT 814-226-4000 EXT 2909 FOR ASSISTANCE.