

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

BULLETIN H - 2

POST DATE: September 08, 2021

APPLICATION DEADLINE DATE: September 22, 2021

Applications to be filed with Clerk of Courts – 2nd Floor Courthouse.

PO Box 107, Jim Thorpe, PA 18229

POSITION: Part-Time Clerical Specialist

DEPARTMENT: Clerk of Courts

RATE OF PAY: \$11.16 per hour

HOURS WORKED: Monday-Friday
(various hours – not to exceed 20 hours per week)

OVERALL OBJECTIVE OF JOB:

This is a part time position, responsible for filing and general clerical duties in the office of the Clerk of Courts. Performs a variety of clerical duties from basic filing to scanning of documents. For instance, clerical duties related to maintenance and organization of court records. Receive incoming telephone calls and provide routine information upon request. Interview and interact, at times, with customers in person or face to face is required.

QUALIFICATIONS:

High School diploma or equivalency is required. Having some business, clerical, and computer training is helpful. Some college education in criminal justice or relevant courses is preferred but not required. Two (2) years working experience in an office environment, government, or court or court-related system preferred. Candidates with an acceptable combination of relevant training and/or experience will be considered.

ESSENTIAL FUNCTIONS OF JOB:

Employees performing in this job function may perform some or all of these duties. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Functions in an information capacity through receiving incoming mail, phone, personnel, and public requests for information concerning the assigned work area; provides information or resolution, or directs to appropriate department/entity.
2. Creates new office files as needed for new cases and maintain them in accordance with office policy and procedure.
3. Prepares and assembles hard copy and electronic files applicable to the assigned work area, i.e., creating new cases, matching data and documentation, creating labels.
4. Perform various clerical duties to include mailing, scanning, filing, etc.
5. Date and time stamp all documents processed.
6. Copy and distribute documents to all involved parties and agencies.
7. Maintain and update court files.
8. Pull and deliver requested files and records.
9. Maintain integrity of records and filing systems in numeric and party format.
10. Maintains case files and assists in case flow management.
11. Receive/route incoming telephone calls for the Clerk of the Courts.
12. Provide routine information to the public via telephone and in-person.
13. Review and verify all work processed for the purpose of ensuring accuracy and completeness in duties performed.
14. Participate in cross-training initiatives to acquire knowledge and skill sets to support efficient functioning of the assigned work unit.
15. Receive, sort, organize, scan, and input pleadings into CPCMS.
16. Communicate with coworkers, management, staff, the general public, and others in a courteous and professional manner.
17. Provide front counter service for various operational functions.
18. Respect and properly maintain confidential records.
19. Act, dress, and behave in a professional manner to reflect a positive image of the Clerk's Office.
20. Strong commitment to the organizations mission, vision and values, including honesty and integrity.
21. Some knowledge of general office policies, procedures, practices and of legal terminology and procedures.
22. Operate a variety of office equipment to include computer keyboard, printer, fax machine, copy machine, telephones, scanner, and calculator.
23. Ability to perform accurate computations and verifications of data.
24. Assignment may require ability to speak clearly and distinctly in a well-modulated and pleasant voice and to use correct grammatical constructions is necessary.

JOB ANNOUNCEMENT

NON-UNION

BULLETIN H – 2

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Page 2

ESSENTIAL FUNCTIONS OF JOB (Continued):

25. Ability to interact professionally and develop and maintain effective working relationships with the Judiciary, Judicial Assistants, legal community, superiors, coworkers, general public, and other court and work related agencies.
26. Be able to multi-task and work in a fast-paced environment.
27. Ability to follow written and verbal directives
28. Perform other functions, duties, projects as assigned
29. Maintain confidentiality of protected information in accordance with various laws, policies, and procedures.
30. Attend all required meetings, trainings, and seminars as assigned including but not limited to AOPC classroom training, in office training, and courtroom observation.
31. Learn and maintain a working knowledge of the court processes, case management, and office policies and procedures as they pertain to the duties of this position.
32. Works independently and cooperatively in the completion of office duties and tasks as required.
33. Answers phones and provides information to individuals permitted to receive it.
34. Utilize Common Pleas Case Management System (CPCMS) for proactive and reactive case management procedures.
35. Utilize common computer software such as Microsoft WORD and EXCEL to create and process necessary documents.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Basic knowledge and skills of clerical practices and office
2. Proficiency in mathematics, spelling, grammar, and any other skill required for effective communication.
3. Ability to learn administrative policies and procedures, relevant statutes, and court rules and regulations governing criminal prosecution and collection processes.
4. Ability to prioritize and organize caseload assignments.
5. Ability to operate and maintain office equipment.
6. Ability to learn and utilize computer programs for effective case management, creating necessary documents, and locating individuals.

WORKING CONDITIONS:

1. Works indoors in adequate office space, lighting, ventilation and temperatures.
2. Works with average indoor exposure to noise and stress, but subject to frequent disruptions.
3. Below normal indoor exposure to dust/dirt.

PHYSICAL REQUIREMENTS:

1. Must possess ability to record, document, convey and present information, explain procedures and follow instructions.
2. Must be able to sit and stand for long periods throughout the workday, with intermittent periods walking, bending, twisting, stooping, and reaching as necessary to carry out essential job duties.
3. Dexterity requirements range from coordinated movements of fingers/hands for utilizing office equipment, to simple dexterity of feet/legs/torso as necessary to carry out job duties.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten (25) pounds.
5. Must be able to cope with the physical and mental stresses of the position.
6. Must be able to move frequently throughout the work day as needed to carry out essential job duties.
7. Must be able to pay close attention to details and concentrate on work.

AN EQUAL OPPORTUNITY EMPLOYER