

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

BULLETIN V – 2 (Repost)

POST DATE: October 7, 2021

APPLICATION DEADLINE DATE: Until filled

*Applications to be filed with the Prothonotary – 1st Flr Court House
by mail: Carbon County Prothonotary, PO Box 127, Jim Thorpe, PA 18229, or
email: ksemmel@carboncourts.com or
fax: 570-325-8047*

POSITION: Part-Time Clerical Assistant

DEPARTMENT: Prothonotary

RATE OF PAY: \$11.16 per hour

HOURS WORKED: As Scheduled

OVERALL OBJECTIVE OF JOB:

To perform daily clerical functions for department and assist in the operations of the civil division of the Court of Common Pleas, including processing passports.

QUALIFICATIONS:

A. EDUCATION/TRAINING:

High school diploma or equivalency, plus some business/clerical and computer training.

B. WORK EXPERIENCE:

Previous working experience in office environment, business and/or bookkeeping capacities is helpful.

ESSENTIAL FUNCTIONS OF JOB:

1. Assist in processing civil filings, including but not limited to time stamping documents, docket entry, filing in the electrevs and scanning.
2. Process, review & transmit passports on a daily basis. Required to take a yearly test to be certified by the Passport Agency.
3. Pull and sign out files requested by the court.
4. Pull files for hearings. Check to make sure files are current according to computer dockets and are in chronological order.
5. Ability to process cash and credit card transactions.
6. Prepare certified copies of filings for attorneys and/or the public.
7. Answer the telephone and become educated in court processes to assist lawyers and constituents of the court.
8. Make copies of documents and update civil forms to have available online as needed.
9. Performs any other related work as required.
10. Must be able to multi task all of the above on a daily basis to ensure all records are up to date.
11. Does post office and banking tasks associated with regular work as a means of expediting regular workload.
12. Completes extensive filing of individual cases in lektriever system.
13. Interacts with other court-related offices on matters of Common Pleas concerns.
14. Assists lawyers and/or constituents who visit the office, or telephone, for various needs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language and to follow oral and written instructions.
2. Ideal candidate would be bilingual in English and Spanish.
3. Must possess effective oral and written communications skills.
4. Must possess initiative and problem solving skills.
5. Must possess ability to function independently, have flexibility and personal integrity and the ability to work effectively with clients, co-workers and others.
6. Must possess ability to maintain confidentiality in regard to client information and records.
7. Must possess technical knowledge of operating personal computers and other office equipment.
8. Must possess knowledge of department procedures in regard to daily duties.
9. Must possess ability to pay attention to details, accuracy and concentrate on work.
10. Must be able to handle high volume and variety of work to be able to switch from one duty to another.

WORKING CONDITIONS:

1. Works indoors in adequate office space, lighting, temperatures and ventilation.
2. Works with average indoor office exposure to noise, stress and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Must arrive and be ready to work by the start of the work day.
5. Attire should always be professional as we may be asked to appear in court or be seen before the judges.

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PHYSICAL REQUIREMENTS:

1. Must be able to sit for long periods throughout the workday, with intermittent periods of reaching, standing, walking, bending, twisting, and stooping as necessary to carry out job duties.
2. Must have basic understanding of computer (Microsoft word, adobe, excel, etc.) copier and scanner use.
3. Must be able to type proficiently.
4. Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs/torso as necessary to carry out job duties.
5. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten (10) pounds.
6. Must demonstrate emotional stability.
7. Must be able to cope with the physical and mental stress of the position.
8. Must be able to pay close attention to details and concentrate on work.
9. Must be flexible as day to day tasks may vary based on the needs of the courts & the office.

AN EQUAL OPPORTUNITY EMPLOYER