

## UNION COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: CHIEF DEPUTY-PROTHONOTARY**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to prepare, record and issue various court and other legal documents; clerk of court proceedings and perform related clerical duties.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Responds to procedural questions from staff, attorneys, the public and other individuals; answers questions and provides information as necessary; maintains effective working relationship with other departments, outside agencies, companies and others; represents the county in a professional manner.

Maintains thorough and current knowledge of all local, state and federal laws; applies all applicable laws during regular work assignments; reads manuals, attends classes, conferences, meetings and or training classes to keep apprised of changes in legislation.

Collects and receives fees or other monies; calculates appropriate fees, records transactions, and issues receipts; balances cash drawer; checks information for accuracy; posts and amends payments in computer database; prepares deposits; maintains account ledgers; prepares reports to various State departments and County funds and distributes revenue accordingly; prepares and submits reports for annual audit.

Monitors daily disbursement of monies received from customers for fees, licenses, restitution, and other payments; prepares receipts of monies received and verifies distribution; enters information into computerized databases; tracks all monies received and balances daily receipts with cash register drawer; prepares and makes bank deposits.

Processes various documentation and reports; prepares, receives, and processes subpoenas, court judgments, hearings, continuances, pleas, etc.; receives and date stamps documents, applications for licenses and permits, or other documentation; reviews, verifies, records and files required information.

Issues applications to obtain birth and death certificates, marriage licenses, passport applications, or other official documents; receives and processes applications according to State laws, ordinances, rules and regulations; reviews applications for completeness and accuracy; files and indexes vital records; researches vital records.

Attends court hearings as required; takes notes and records facts; administers oaths and swears in juries, witnesses and other individuals; maintains confidentiality of all proceedings; consults with attorneys, defendants, detectives, law enforcement, court personnel and other individuals to assist in hearing processing.

Enters information into department databases; updates database information; verifies accuracy of data entered; creates new spreadsheets/files; purges old data as appropriate; makes copies and distributes to appropriate parties; maintains copies in department manual files.

Maintains departmental file system: compiles documentation; prepares and sets up files, sorts/organizes documents, and files documents in designated order; retrieves/replaces files; scans files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

Maintains inventory of office and other supplies; receives requests from other individuals for supply orders; orders replacement materials as needed.

Performs related clerical duties; opens and distributes incoming mail; prepares outgoing mail; makes copies; sends and receives faxes and emails, etc.

Prepares, compiles, or completes various forms, reports, correspondence, billing statements, statistical reports, financial reports, court dockets, subpoenas, marriage license reports, divorce reports, or other documents.

Receives various forms, reports, correspondence, invoices, personal checks, motions, warrants, court orders, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, County employees, court officials and personnel, lawyers, defendants, law enforcement personnel, court personnel, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains confidentiality of departmental documentation and issues.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

## **ADDITIONAL FUNCTIONS**

Assist public in using computer to research records.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by three (3) year(s) of progressively responsible experience in administrative or clerical experience that includes records management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to act as a first-line supervisor, including instructing, reviewing work, maintaining standards, and coordinating activities.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*Union County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*