

UNION COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: SENIOR DEPUTY CLERK – PROTHONOTARY

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.

Provides guidance and direction to assigned staff; 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.

Assumes the responsibility of the Chief Deputy in their absence from the office, as well as, special assignments, as required.

Performs customer service functions: provides information/ assistance regarding procedures, documentation, court proceedings, fees, case status/disposition, or other issues on the phone or in person; distributes forms and documentation; responds to routine questions or complaints; researches problems/complaints and initiates problem resolution; performs basic notary public duties.

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.

Process various documentation and reports; prepares, receives, and processes subpoenas, court judgments, hearings, continuances, pleas, etc.; receives and date stamps documents, applications for licenses 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, indexes and/or researches 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 departmental 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 supervisors, County employees, court officials and personnel, lawyers, defendants, law enforcement personnel, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintain 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 two (2) year(s) of responsible administrative or clerical experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Pennsylvania driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data including 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 provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of office equipment such as computer, typewriter, fax machine, copier, calculator, and/or tools and 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; to calculate decimals and percentages; to utilize principles of fractions; and 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 a variety of generally pre-defined duties which are often characterized by frequent change.

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.