

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

BULLETIN B

POST DATE: January 11, 2019

APPLICATION DEADLINE DATE: January 25, 2019

Applications to be filed with *Sheriff's Office – 1st Floor Courthouse.*

POSITION: Civil Process Clerk (Full-Time)

DEPARTMENT: Sheriff

RATE OF PAY: \$11.38 per hour

HOURS WORKED: 8:30 – 4:30 – Monday through Friday

OVERALL OBJECTIVE OF JOB:

To perform specialized office clerical duties and responsibilities within the assigned office.

QUALIFICATIONS: EDUCATION/TRAINING - High School diploma or equivalent, plus some business/clerical and computer background.

WORK EXPERIENCE - 2 years' experience in an office environment. Some type of background in the justice system. Experience and other equivalent training will be considered.

ESSENTIAL FUNCTIONS OF JOB:

1. Answer and direct incoming phone calls.
2. Process civil paper work in the computer. Sort and file papers.
3. Issue gun permits, issues precious metal license, and license to sell firearms.
4. Aid deputies on doing their returns.
5. Assist in preparing tax sales.
6. Write and prepare letters to attorneys.
7. Prepare and docket PFA's and do billing.
8. Operate computer, typewriter, copy and fax machine.
9. Assist Real Estate Clerk
10. Pick the mail up from post office.
11. Do deposits and deliver to bank daily.

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 functions of job.
2. Must possess good communication and interpersonal skills.
3. Must possess ability to function independently, have flexibility and ability to work effectively with clients, co-workers and others.
4. Must possess ability to maintain confidentiality in regard to client information and records.
5. Must possess the technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
6. Must possess knowledge and ability to practice current and accurate usage of grammar, spelling and filing procedures.
7. Must possess ability to perform simple math calculations with accuracy and reasonable speed.
8. Must possess ability to learn legal rules, procedures and practices as necessary within the office.

WORKING CONDITIONS:

1. Works indoors with proper lighting, ventilation and temperature.
2. Works with average indoor exposure to noise, stress and frequent disruptions.
3. Works in conditions of potential outbursts of disruptive behavior of clients, inmates, convicts, their families and consumers.

PHYSICAL REQUIREMENTS:

1. Must possess ability to records, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing and walking and occasional periods of bending, twisting, stooping, and reaching as necessary to carry out essential job duties.
3. Dexterity requirements range from coordinated movements of fingers/hands for typewriter and computer, to simple dexterity of feet/legs/torso as necessary to carry out job duties.
4. Must be able to lift/carry objects with a maximum of 30 pounds.
5. Must be able to move about frequently as essential to the duties.
6. Must be able to concentrate and pay close attention to work.
7. Must demonstrate emotional stability.
8. Must be able to handle stress well.

AN EQUAL OPPORTUNITY EMPLOYER