

COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION

BULLETIN II

POST DATE: December 31, 2018

APPLICATION DEADLINE DATE: January 14, 2019

Applications to be filed with Human Resources Department – County Administration Building.

POSITION: Clerical Specialist

DEPARTMENT: Clerk of Courts

RATE OF PAY: \$10.52 per hour - rate may increase 1/1/19 **HOURS WORKED:** 8:30 – 4:30

OVERALL OBJECTIVE OF JOB: To perform specialized departmental clerical duties and responsibilities within the assigned department. To prepare and maintain court records for the Court of Common Pleas. A position in this class independently prepares, carries out and takes definitive action regarding processes and functions that are integral parts of the organization's mission.

QUALIFICATIONS:

High School diploma or equivalency, plus some business/clerical and computer training. Two years working experience in office environment, county government or court system. Or, any acceptable combination of equivalent training and/or experience.

ESSENTIAL FUNCTIONS OF JOB:

1. Types letters, reports, memos and other documents required by the department staff.
2. Sorts, copies, processes and/or files documents, correspondence within the department. Retrieves material as directed.
3. Greets and assists general public by taking or providing information, receiving payments or directing them to proper locations.
4. Prepares and processes required department and Court documents, forms, and/or reports as required.
5. Updates information to the computer database and/or record sheets as needed.
6. Operates computer, typewriter, adding machine, copier and other office equipment as needed.
7. Assists in collecting or receiving monies due department and maintaining accurate related records of such collections.
8. Compiles data within department for completion of reports.
9. Assists department staff with special projects, reports or assignments as requested.
10. Maintains files, statistics, manuals, lists or other department documents as requested and as necessary.
11. Makes appointments, meeting arrangements as necessary.
12. Enters data into computer from District Justice Office and maintains needed department records/logs as needed.
13. Enters data into computer and maintains needed department records/logs as needed.
14. Searches records from off-site facilities and retrieves needed data as necessary.
15. Deposits bail payments and record entries into checks and bail books.
16. Stamps, files, docketed and distributes copies of Orders, Petitions, etc.
17. Interacts daily with public, other internal offices, outside employers and agencies and courts, maintaining good working relationships with all.

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 the ability to work effectively with public, 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 general knowledge of modern office practices and procedures and ability to apply same to essential duties of job.
7. Must possess knowledge and ability to practice current and accurate usage of grammar, spelling and filing procedures.
8. Must possess ability to learn assigned clerical tasks and adhere to prescribed departmental procedures.
9. Must possess ability to perform simple math calculations with accuracy and reasonable speed.
10. Must possess ability to learn county and legal rules, procedures and practices as necessary within department.

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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.
4. Works with inmates, convicts and their families and may be subject to irate behavior.

PHYSICAL REQUIREMENTS:

1. Must possess ability to record, 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, 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.
3. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten (10) pounds.
4. Must be able to cope with the physical and mental stresses of the position.
5. Must be able to move frequently throughout the work day as needed to carry out essential job duties.
6. Must be able to pay close attention to details and concentrate on work.

AN EQUAL OPPORTUNITY EMPLOYER