

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

8 RECORDS TECHNICIAN – PROTHONOTARY
\$15.9107/hr. – 40hrs/wk.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 2/28/2024

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: PROTHONOTARY RECORDS TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide general administrative support and over-the-counter assistance within assigned records division or department. Duties and responsibilities include, but are not limited to: greeting the public, visitors, staff and other individuals and providing over-the-counter assistance; locating and processing files and records; delivering paperwork and records to other departments; and performing other duties as required. Duties vary according to assigned division or department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Greets visitors, the public, staff and clients and provides over-the-counter records assistance; collects identification and information; responds to requests for information; provides forms, applications and other documents; assists clients in filling out required information; pulls files relating to specific records as needed; makes copies of documents as needed.

Maintains various records and documentation according to division or department assignment; ensures supporting documentation is present and that all information is accurate and complete; distributes to appropriate individuals and/or agencies or departments; files according to departmental filing system; updates and/or makes corrections as necessary; closes files; boxes, archives, shreds, and/or purges outdated files; maintains confidentiality of all information as required.

Types, and prepares, and clock in various correspondence to include letters, and other documents; reviews information for accuracy and completeness; makes corrections and/or additions as needed; enters information into computer databases as necessary; maintains copies for departmental files and future reference.

Inputs orders, motions, petitions, and other information into computerized databases; ensures information is accurate and complete; makes corrections prior to input; updates information as required; purges old or outdated information and archives for future use and reference.

Distributes orders, petitions, bench warrants, writs, expungements and other legal documents to appropriate individuals; delivers files to judges, court systems and other agencies as required; obtains necessary signatures or approval as required; maintains confidentiality of all data and information.

Processes passport applications, petitions, and other legal documents; obtains proper identification and necessary information prior to processing; collects payment of fees to appropriate individual or department for processing.

Receives and screens incoming telephone calls; routes calls and/or takes messages as necessary; answers questions from staff, outside agencies, courthouse department, attorneys, the public or other individuals; provides information accordingly.

Receives incoming mail, UPS deliveries and overnight packages for assigned department(s); sorts and distributes to appropriate individuals; prepares certified letters and outgoing mail; delivers mail to appropriate location; processes outgoing UPS parcels and overnight packages;

Makes photocopies of various records, cases, client identification, applications, files, documents, correspondence and other items as needed; collates, sorts and distributes to appropriate individuals; maintains copies for departmental use and future reference.

Receives incoming faxes; sorts documents, makes copies and distributes to individual(s) as necessary; maintains copies for departmental files; sends outgoing faxes as requested by supervisor(s) and/or other staff and individuals.

Utilizes various office equipment such as personal computer, mainframe, fax machine, typewriter, photocopier, and other equipment as necessary to perform daily duties; uses various computer software in the preparation of reports, documents and record tracking and maintenance; keeps apprised of changes in equipment and software; learns new programs as necessary.

ADDITIONAL FUNCTIONS

Assists other administrative staff during absences as required.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by two (2) years of previous experience and/or training involving records retention, filing, typing, and other general administrative duties required; 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 calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

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.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

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 (5-25 pounds). Tasks may involve extended periods of time at a keyboard or work station, and file.

Sensory Requirements: Some tasks require the ability to communicate orally.

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

Monroe 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.