

PLEASE POST !!!

OPEN POSITION

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

10 DEPUTY PROTHONOTARY – PROTHONOTARY
\$12.8169/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: 10/14/2020

REMOVE: 10/20/2020

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

DEPUTY PROTHONOTARY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide general administrative assistance in processing, recording and filing criminal and/or civil legal documents for an assigned division within the Judicial System of Monroe County. Duties and responsibilities include, but are not limited to: receiving and processing court summons; signing subpoenas and affidavits; processing various legal applications; and performing other duties as required. Duties may vary according to department and/or division assignment.

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.

Administers oaths for passports, and marriage licenses; and other applications as required by division assignment; inputs information into computerized databases; collects appropriate identification and supporting documentation; submits to appropriate agency and/or individual; makes copies and maintains departmental files.

Verifies signature and/or signs subpoenas, affidavits and other legal documents relating to an assigned division; processes forms according to specific guidelines; makes copies and forwards to appropriate agency and/or individual; maintains copies for departmental files.

Receives and processes domestic relations, and other court motions, petitions and orders; proofreads all new civil or judgments; makes corrections and/or edits as necessary; motions and petitions filed each day; reviews lists for return of motions and petitions; distributes lists to judges and other individuals as required.

Collects monies from customers for fees, licenses, restitution, and other payments; prepares receipt for customer and maintains copy for departmental use; enters information into computerized databases; tracks all monies received and balances daily receipts with cash register drawer; and makes bank deposits.

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

Creates and maintains case files as needed; enters case information into computerized database bases; ensures proper documentation is present and that all information is accurate and complete; prepares files for trials and hearings; distributes to judges, attorneys and other appropriate individuals; updates and/or makes corrections as necessary; boxes, archives and/or purges outdated files as necessary; maintains confidentiality of all information as required; purges old information and/or prepares for SCANNING.

Clock in and types and prepares various legal documents and correspondence to include letters, affidavits, reports and other documents; reviews information for accuracy and completeness; makes corrections and/or additions as needed;

distributes documents to other departments, offices and/or personnel; maintains copies for departmental files and future reference.

Verifies new case reference numbers.

Greets visitors and/or resolves conflicts; accepts, reviews, and assists clients in completing various applications; answers questions and provides information; collects necessary information and identification; makes copies and files for departmental use.

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

Utilizes various office equipment such as personal computer, calculator, fax machine, typewriter, photocopier, and other equipment as necessary to perform daily duties.

Calculates copies made by other offices and forwards billing; prepares records to be sent to Superior/Commonwealth Court;

ADDITIONAL FUNCTIONS

Provides switchboard service after normal work hours.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year previous experience and/or training involving general administrative and clerical experience; 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 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 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 evaluation of information against measurable or verifiable criteria.

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.