

PLEASE POST !!!

OPEN POSITION

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

**MDJ 8 TECHNICIAN SR.
MDJ COURT 43-3-03 – Bartonsville, PA
35 hrs/wk – \$13.9493/hr**

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: 06/23/2022

REMOVE: 6/30/2022

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

TECHNICIAN, SENIOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform cross-functioning administrative and support functions within a specific department or division of the judicial system of Monroe County. Duties and assignments vary according to assigned division and 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.

Receives and processes checks and cash payments received for various costs and service fees; prepares receipts; verifies deposit slips and makes deposits into proper bank accounts; completes fund balance sheets; assists with allocating monies to appropriate accounts; creates and prints checks; prepares financial reports and distributes to appropriate individuals; reconciles bank statements as required.

Enters various information into computer databases as required by assigned division or department such as civil, landlord/tenant, criminal, traffic, warrants, marriages, arraignments, abuse and other information; inputs complaints, dispositions, adjudications on citations, and other information into computerized files; updates information to ensure information is accurate and current; makes changes and/or additions; purges old information as required.

Types and prepares various correspondence to include letters, forms, memoranda, legal documents, dockets, worksheets, reports, and other documents; reviews information for accuracy and completeness; makes corrections and/or additions as needed; submits to appropriate individual for approval and/or signature; maintains copies for departmental files and future reference.

Issues warrants and summons; accesses case from list; retrieves citation or file; makes copies of documents; enters information into computerized files; attached supporting documentation; forwards to appropriate law enforcement or official for processing and delivery and continues to monitor the process of such documents.

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

Greets litigants, attorneys, law enforcement, media, county/agency personnel, and the public; resolves conflicts and responds to requests for information; provides forms, applications and other documents and assists clients in filling out required information; pulls files relating to specific cases as needed; makes copies of documents as needed.

Receives and screens incoming telephone calls; routes calls and/or takes messages as necessary; answers questions from law enforcement, attorneys, outside agencies, other courts, the public or other individuals and 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; maintains daily logs and weekly billings.

Makes photocopies of various cases, files, citations, warrants, 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.

Maintains inventory of office, postage, and other supplies; prepares requests for supply orders; forwards to supervisor for approval; orders replacement materials as needed; receives supplies and distributes accordingly; submits invoices to purchasing for processing.

Maintains office equipment such as copier, fax machine, postage machine and other equipment and tools; performs minor repairs; requests maintenance; orders replacement supplies when necessary.

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 case tracking and maintenance; keeps apprised of changes in equipment and software; learns new programs as necessary.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by six (6) months previous experience and/or training involving general administrative and/or 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 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 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 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 (20-40 pounds). Tasks may involve extended periods of time at a keyboard or work station.

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.