

Perry County is accepting applications for a full time clerk until 4:00 p.m. Friday, October 7, 2011. Must be available to commute between three Magisterial District offices. High School graduate with one to two years secretarial experience. Ability to comprehend and interpret a variety of documents including case files, letters, invoices, criminal and other codes, civil procedures, etc. Starting salary is \$10.53 hourly with benefits. For information contact the Magisterial District Justice office at 717-834-4990. Applications may be downloaded off the website www.perryco.org

1702
Grade 6
Perry
Position Description

Position Title: Clerk

Department: Magisterial District Judge

Reports To: MDJ

Purpose of Position

The purpose of this position is to perform clerical office functions for the Magisterial District Judge.

Essential Duties and Responsibilities

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

- Maintains and creates computer files for criminal, non-traffic, traffic, civil, landlord/tenant, and miscellaneous cases.
- Create and maintain paper files for criminal, non-traffic, traffic, civil, landlord/tenant, and miscellaneous cases.
- Receipt of payments for citations and filing fees. Generate receipts and follow proper accounting methods relative to receipt of funds. Deliver daily deposits to savings institutes. Distribute funds to State, County, and local governmental entities, as well as to crime victims, and constables. Generate and maintain daily, monthly, and annual reports for funds received by the District Court.
- Schedules District Court proceedings and maintain the District Court's calendar.
- Draft letters and other correspondence.
- Processes incoming and outgoing mail.
- Answer telephone, take messages, provide appropriate assistance to the public regarding District Court procedure and proceedings, and direct calls and inquires as appropriate.
- Perform limited background checks as requested by representatives of the United States Military, Federal Agencies, and State Agencies.

Minimum Training and Experience Required to Perform Essential Job Functions

High school graduate with two to four months working experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment including typewriter, calculator, photocopier, telephone, personal computer, MDJ computer system, etc.
- Ability to lift twenty to forty pounds for purposes of storing and distributing office supplies.
- Ability to stand for thirty minute periods of time for purposes of filing documents, and organizing/docketing mass filings.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals, and calculate percentages.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including letters and other correspondence, citations and criminal complaints, legal information booklets and updates, policy and procedure manuals, and other legal documents.
- Ability to prepare a variety of documents including letters and general correspondence, legal notices and documents, purchase orders, and memoranda. The ability to prepare said documentation using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to communicate effectively with County department heads and personnel, clients, attorneys, Judges, Magisterial District Judges, and other courthouse personnel, and others verbally and in writing.

Environmental Adaptability

- Ability to be patient, dignified, and courteous to litigants, witnesses, lawyers and other who telephone or appear in the District Court in an official capacity.
- Ability to discharge all duties with fidelity and diligence in a manner that reflects positively upon the District Court.
- Ability to safeguard information sensitive to the functioning of the District Court, confidential material contained in certain case files, and all other confidential matters related to the duties of the Magisterial District Judge and District Court personnel.
- Ability to work effectively in an office environment.

Perry County 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 employees and incumbents to discuss potential accommodations with the employer.