



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: MARCH 7, 2016

CLOSING DATE: MARCH 21, 2016

TITLE: CIVIL RECORDS COORDINATOR

GRADE: 116

DEPARTMENT: PROTHONOTARY

BARGAINING UNIT: AFSCME Clerical/Tech.

ENTRY RATE: \$12.01/HR \$23.420/YR

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

Supervises a departmental operation under administrative direction using the knowledge of all civil matters processed in the Prothonotary Office.

DUTIES & RESPONSIBILITIES:

Performs all duties of the Senior Civil Records Clerks, Civil Records Clerks and Bookkeeper while coordinating the caseload, training and supervising the other employees and having the primary responsibility for duties of increasing complexity and detail as follows: back-up accounting duties of the bookkeeper, managing arbitrations and appellate court appeals, processing judgments, liens, executions and wage attachments and commencements of new cases.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of the courts' rules of procedure and statutory mandates for prothonotaries. Knowledge of the office computer system and the ability to process all transactions mandated by law of a prothonotary office.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate or GED equivalent. Three of years of experience in office work relating to the Civil Court system. Typing ability of 50 wpm with accuracy.

ANNUAL STATEMENT OF BENEFITS:

AFSCME Clerical & Technical	SINGLE COVERAGE	DEPENDENT COVERAGE
	\$9,400	\$20,900.00

Average paid holidays annually – 14 days	*Holidays may vary by bargaining unit
Average paid personal days– 5 days	
Average paid vacation– 6 days	