



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: OCTOBER 12, 2015

CLOSING DATE: OCTOBER 26, 2015

TITLE: FIRST DEPUTY PROTHONOTARY GRADE: M-II

DEPARTMENT: PROTHONOTARY

BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: \$22.16/HR \$43,212/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.eriecounty.gov 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 staff of coordinators, civil records & senior civil records clerks and bookkeeper. Responsible for the processing and maintenance of all civil court matters and records. Also responsible for all department head level administrative duties and responsibilities.

DUTIES & RESPONSIBILITIES:

Responsible for establishing policies, procedures and goals regarding the prothonotary department consistent with all applicable laws, court rules, orders and directives pertaining to prothonotaries. Directs and trains all prothonotary employees. Responsible for the preparation and control of the budget and purchasing. Responsible for all employee matters such as attendance, payroll, performance evaluations, hiring, supervising and discharge. Responsible for supervision of all mandated office duties enumerated in the department job descriptions and all applicable procedures and laws. Responsible for effectively working in cooperation with other government agencies and the courts.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of applicable laws, rules of procedure and policies regarding prothonotaries and the civil court system. Knowledge of office management. Knowledge of general accounting procedures. Ability to work cooperatively with, and/or address the concerns of Judges, attorneys, professionals and the general public. Ability to maintain confidentiality.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

Bachelor's degree in a relevant field and 5 years of experience in procedures relating to the civil court system, including 3 years in supervision, or comparable experience.