

COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER



POSTING DATE: FEBRUARY 3, 2015

CLOSING DATE: FEBRUARY 18, 2016

TITLE: CIVIL RECORDS/DATA ADMINISTRATOR GRADE: 123

DEPARTMENT: PROTHONOTARY

BARGAINING UNIT: AFSCME C/T

ENTRY RATE: \$13.43/HR \$26,189/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:

Provides direction and guidance to the civil records clerical staff, manages the civil records data processing (computer) operations. Manages the arbitration, mediation, lien searches and periodic reports production activities.

DUTIES & RESPONSIBILITIES:

Provides direction and guidance to clerical staff concerning day-to-day duties and work assignments. Acts as section liaison to section and departmental management, analyzes computer systems to ensure the system is in concert with applicable state laws and state and Erie County judicial policies and procedures. This responsibility includes reviewing and interpreting official announcements of changes and modifying the system accordingly. Evaluates, on continuous basis, the computer system to identify need for replacement or upgrade hardware, programs and related supplies. Manages the County finances arbitration service for cases with potential judgement value up to \$30,000. This entails maintaining list of approved arbitrators, provide arbitrator lists from which parties select arbitrator(s) to hear cases, assemble records and pertinent documents required for hearings, schedule hearings, docket decisions, calculate and voucher arbitrator fees paid by County and process appeals. Manages the County financed mediation services for cases with potential judgement value up to \$20,000. Duties related to this responsibility are similar to those applicable to arbitration listed above. Compiles, for Sheriff's office, five year lien searches on foreclosed properties that have been bid at sheriff sale - these searches must reflect all encumbrances such as judgements, liens, taxes or other encumbering actions that inhibit clear title. Prepares a variety of regular and ad hoc computer and manually generated reports that are critical to the judicial process and maintains a Library of these reports. Provides direction and guidance for clerical staff. This does not

include applying disciplinary action. Calculate and verify arbitrator's and mediators' fees for services, collect miscellaneous fees, coordinate the development and maintenance of bookkeeping policies and procedures.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

Works in accordance to general direction. Receives description of overall assignments, fulfills assignments on individual initiative; this requires being capable to analyze the work involved and determine what needs to be done and the performance sequence of the required tasks. Entails extensive intra departmental and interdepartmental contacts in which critical and involved information related to civil litigations is exchanged. Extensive contacts with attorney, parties to litigation and other parties doing business with clerk of records. Capability to be diplomatic is essential capable of physical and mental dexterity necessary to read and interpret laws, policies and procedures, to understand and utilize computer programs. Be proficient in face-to-face and phone communications. Normal body agility required to perform normal clerical tasks such as filing, typing, and operating computer key board.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate or GED equivalency. Competency in utilizing computer comparable to the level of windows, and lotus. Five years' experience in lower level Prothonotary clerical assignments and in-depth knowledge of rule, regulations, policies and procedures applicable to civil litigations.

STATEMENT OF EMPLOYEE BENEFITS

Average **Annual Benefits & Pension Value for:**

AFSCME Clerical/Technical	Single Coverage	Dependent Coverage
	\$9,400.00	\$20,900.00

(This is the amount that Erie County pays for an employee's benefits.)

- *Average paid holidays annually – 14 days
- *Average paid vacation for 1st year – 6 days
- *Average paid personal days annually – 5 days

- *Holidays may vary by bargaining unit