



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: FEBRUARY 12, 2016

CLOSING DATE: FEBRUARY 29, 2016

TITLE: SENIOR ESTATE RECORDS CLERK **GRADE:** 113

DEPARTMENT: REGISTER OF WILLS

BARGAINING UNIT: AFSCME Clerical/Technical

ENTRY RATE: \$11.40/HOUR, \$22,230/YEAR **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 112A, 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:

Under direct supervision, performs various clerical duties relative to wills accounts and audit statements and other Orphans' Court documents filed.

DUTIES & RESPONSIBILITIES:

Review and process Petitions for Probate. Issue Letters of Testamentary/Administration. Prepare Short Certificates. Act as agent of Register to appoint personal representative and administer oath of said personal administrator, as well as witnesses to wills. Track the filing of status reports and certifications, and issue delinquent notices. Process Inventories, claims, death and proof of death certificates, family settlement agreements, estate searches and any other Register of Wills and Orphans' Court documents that are filed. Balance the cash drawer and prepare the daily deposit, as required. Responsible for the mail. Process accounts and audit statements and all paperwork filed in preparation for Audit Court. Relieve the marriage bureau clerk when necessary. Answer phone inquiries. Docket and scan documents into computer.

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:

Accurate typist; computer skills; filing skills. Knowledge of the law relative to performing the duties of this position. Ability to deal with the public, attorneys and judges in an efficient and courteous manner.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate or GED with a minimum of one year experience in Orphans' Court plus one additional year of office/clerical experience. Typing ability of 50 wpm with accuracy plus computer skills.

STATEMENT OF EMPLOYEE BENEFITS

Average Annual Benefits & Pension Value for:	AFSCME C/T	Single Coverage - \$9,400
		Dependent Coverage - \$20,900

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