



# COUNTY OF ERIE POSITION ANNOUNCEMENT

**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE: OCTOBER 14, 2016**

**CLOSING DATE: OCTOBER 28, 2016**

**TITLE: PART TIME TIPSTAFF**

**GRADE: CI**

**DEPARTMENT: COURT ADMINISTRATION**

**BARGAINING UNIT: NON-BARGAINING**

**ENTRY RATE: \$9.97/HOUR, \$7,777/ANNUAL**

**HOURS PER WEEK: 15**

**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 Human Resources 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.eriecountypa.gov](http://www.eriecountypa.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.**

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### **Definition of Class:**

It is a court-appointed position subject to judicial supervision. The position requires organizational skill and the ability to interact with and direct the public and court related personnel in a courteous, responsible and efficient manner. Some supervised clerical duties, including word processing of average difficulty, filing, and document processing, are also required. Flexible scheduling may be required.

### **Duties & Responsibilities:**

The primary responsibility of this position is to assist the Full-Time Tipstaff in the preparation, organization and supervision of the Courtroom including insuring that all necessary persons are present, swearing in witnesses, supervising juries and generally providing for the efficient operation of the courtroom. Various other duties may be required as the circumstances of the court may dictate.

In addition the part-time tipstaff will assist the Secretary and/or other court personnel in document drafting and preparation, filing and other office functions including: answering telephone, receiving the general public, responding to inquiries, and giving out routine information, receiving, distributing and preparing mail, and maintaining and retrieving files and various documents.

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**

Professional demeanor, organizational and interpersonal skills and the ability to work independently as well as the capacity to work cooperatively with others in diverse circumstances. General knowledge of modern clerical methods and computer skills utilizing word processing. Personal integrity is essential.

### **Minimum Requirements/Qualifications:**

High school graduate or GED. Clerical skills including word processing ability (typing proficiency at 40 words per minutes is preferred) Prior work related experience preferred but not required.