



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: FEBRUARY 1, 2019

CLOSING DATE: FEBRUARY 15, 2019

TITLE: PART TIME MDJ SECRETARY

GRADE: NB07

DEPARTMENT: COURT ADMINISTRATION

BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: \$14.39/HOUR, \$14,965/YEAR

HOURS PER WEEK: 20

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 - 4:30 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT 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.

DEFINITION OF CLASS:

Under general supervision, assists in the daily secretarial, clerical, and bookkeeping operations of the office of a District Justice. Acts as an assistant secretary in a District Justice's office.

DUTIES & RESPONSIBILITIES:

Typing of various legal and administrative forms. Typing and occasionally drafting correspondence. Act as receptionist for District Justice. Collect and docket various fines and/or civil payments. Prepare monthly and yearly financial reports for the State and County. Schedule hearings. Prepare bound over criminal cases for court. Give direction to public on magisterial procedures. File cases. Process warrants. Inventory office supplies. Docket citations. Perform other related duties as required.

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:

A good working knowledge of general secretarial skills. Good typing ability. Minimal bookkeeping skills. Ability to deal successfully with the public and professionals. Integrity. Confidentiality.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate or GED equivalent. Minimum of two years of experience in secretarial work. Type with accuracy at speed of 50+ words per minute. Computer skills.