

# COUNTY OF ERIE

## POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER



**POSTING DATE: FEBRUARY 1, 2019**

**CLOSING DATE: FEBRUARY 15, 2019**

**TITLE: CIVIL RECORDS CLERK**

**GRADE: 110**

**DEPARTMENT: PROTHONOTARY**

**BARGAINING UNIT: AFSCME C/T**

**ENTRY RATE: \$10.79/HR \$21,041/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 Human Resource 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](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:**

Under general supervision, responsible for docketing, indexing, scanning, receipting & accounting for costs and fees, using the office computer system, and processing all civil court documents and transactions, including counter and telephone transactions.

### **DUTIES & RESPONSIBILITIES:**

Processes, docket, indexes and scans all civil court documents using the office computer system. Receipts and accounts for all court costs and fees, using the office accounting system, performing all related duties mandated by statute, court rules and court orders.

### **KNOWLEDGE, SKILLS & ABILITIES:**

Ability to deal effectively with the public, court personnel, attorneys and other government agencies. Ability to accurately enter data on the office computer system, including docket entries, indexing, receipting correct fees posted to cases, and scanning documents. An understanding of the court's rules of procedure, court orders, legal documents and statutory requirements. Ability to maintain confidentiality.

### **MINIMUM REQUIREMENTS/QUALIFICATIONS:**

High school graduate or GED equivalent. One year experience in office work relating to Civil Court system. Typing ability of 50 wpm with accuracy.