



COUNTY OF ERIE  
POSITION ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE:** MAY 17, 2019

**CLOSING DATE:** JUNE 3, 2019

**TITLE:** SENIOR CRIMINAL RECORDS CLERK

**GRADE:** 113AC

**DEPARTMENT:** CLERK OF COURTS

**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 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:**

Oversees all Criminal, Juvenile Dependency, and Delinquency record keeping with regard to case files, transcripts, and appeals.

**DUTIES & RESPONSIBILITIES:**

Attends Court for pleas, verdicts, and sentences. Prepares all appeals to be forwarded to Superior Court. Processes all criminal court information consistent with case management court system. Maintains all records and computes costs. Aids in the preparation of reports on each case with the State and Department of Revenue. Answers telephone and counter inquiries. Receives and disperses funds. Balances daily ledger and cash drawer for bank deposits. Works closely with Court Offices in all aspects of sentencing. Handles Expungement Petitions.

The above statements reflect 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:**

Accuracy in data entry, records keeping, and calculations of costs. General knowledge of operation and maintenance of office machines, including computers and their associated technologies. Ability to interpret legal language. Working knowledge of legal procedures. Ability to deal effectively with the public. Ability to maintain confidentiality.

**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

High school graduate or GED equivalent. Two years' experience in office work dealing with the criminal court system. Typing ability of 50 wpm with accuracy.