County of Berks

POSITION DESCRIPTION FORM

Position Title: Office Support II

Department: Prothonotary

Reports To: (Title)

Wage Category: ☐ Exempt ☒ Non-Exempt

EEO-1 Category: Administrative Support   **Union Classification:** AFSCME

POSITION SUMMARY:
This position is responsible for assisting the public with the intake, time-stamping, filing, and processing of all legal documents brought into the office to be files with the Court of Common Pleas, Civil Division. Performs a variety of typing and other clerical duties. Responsible for the more detailed recording and processing of legal documents that require the exercise of judgment in the application of prescribed procedures. This position involves some independent judgment, but the majority of work is done under close or general supervision and is checked by another step in the process or by an immediate supervisor. Frequent contact with the public, attorneys, Judges and their staff, and other County departments. Employees in this position are sworn in as a deputy which allows them to complete process on behalf of the Prothonotary. Some supervision may be exercise over the work of one or more subordinate clerks.

POSITION RESPONSIBILITIES:
Essential Functions
1. Checks, analyzes, and verifies information contained on incoming documents for accuracy prior to time-stamping and processing. May make some independent procedural decisions, but should seek support as needed if documents are not correct and notifies law offices for correction of procedure.
2. Identifies, files, and processes all standard legal documents, which includes assigning new case numbers if required, and performing the duties to complete the initial processing of the file.
3. Receives payment and issues receipts for documents, services, and requests requiring payment of a fee.
4. Prepares, types, processes, issues and certifies various standard civil legal forms according to PA Rules of Civil Procedure.
5. Analyzes documents in order to correctly compose a docket entry to accurately record the nature of the filing on the official docket. Must be able to understand if the document requires other actions to be taken with regard to the file and docket.

6. Calculates interest and costs on judgments and execution being entered and recorded against a party in a case. If filing contains errors, responsible for addressing same with counsel of record.
7. Assists public with the process of searching Prothonotary records, and researches and answers inquires related to docket entries and case dispositions as allowed by Court Order, and assists with more specific information requests.
8. Answers phones and furnishes information to the public regarding matters pending before the Court, as well as direct callers to other offices as appropriate.
9. Retrieves and copies documents/files maintained in the Prothonotary's Office for the public, the Courts, and all County Offices as needed.
10. Retrieves and logs out files to Judges and their staff, attorneys, and the public daily upon request.
11. Operates various office equipment, including PCs, laser printers, copiers, scanners, and cash registers.
12. Other duties as assigned.

Non-Essential Functions:
1. Assists with training co-workers as needed.
2. Reviews documents upon intake for compliance with Prothonotary instructions pertaining to document imaging preparation.
3. Tracks and locates documents throughout the office before processing has been completed, as requested.
4. Assembles a variety of data from office records for incorporation into various Prothonotary reports.
5. Indexes records and information and makes simple postings to various department records, such as the Charge Sheet Book and the Cost Book.
6. Sort all new cases at the end of the work day in preparation for assignment of judge and processing at the start of the next day.
7. Physical presence in the office is required.

MINIMUM EDUCATION AND EXPERIENCE:

1. High school diploma or possession of a valid G.E.D. certificate.
2. Minimum of one (1) year experience in general typing and office practices. Legal experience and/or school preferred.
3. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of Prothonotary office methods, practices, and procedures.
2. Ability to make mathematical calculations and perform detailed clerical work.
3. Working knowledge of computers and software programs including but not limited to, Windows, Microsoft Word and Excel.
4. Ability to type at a rate of 47 words per minute from clear copy with 85% accuracy.
5. Ability to communicate effectively both orally and in writing.
6. Ability to understand and carry out both oral and written directions.

7. General understanding of the law as it pertains to the Prothonotary's Office and the filing of civil documents, including the PA Rules of Civil Procedure, as well as all Local Rules governing Berks County.
8. Ability to handle multiple tasks simultaneously in a very busy, fast-paced, public office with a high volume of detailed legal work that is subject to time pressures.
9. Must possess a high degree of alertness, a keen willingness to learn, and the ability to undertake progressively more difficult assignments.
10. Understanding and ability to adhere to the confidentiality of information contained in files and/or on documents sealed by law or by court order.

PHYSICAL DEMANDS:

1. Ability to sit and stand for up to 2 to 3 hours without a break.
2. Bending, pulling, and reaching for files.
3. Ability to lift docket books and files weighing up to 45 lbs.
4. Ability to move storage boxes weighing in excess of 40 lbs.
5. Stamina to handle a stressful, demanding and physical job.

WORKING ENVIRONMENT:

- Normal office environment.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.