

County of Berks

POSITION DESCRIPTION FORM

Position Title: Office Support II (part time)

Department: Court Administration/
District Judges Reports To: (Title)

Wage Category: Exempt Non-Exempt

EEO-1 Category: Administrative Support Union Classification: _____

POSITION SUMMARY:

This position performs clerical work related to case processing for an individual elected District Judge or for the District Court system. Must be proficient in some district court clerical functions, including but not limited to case processing procedures, limited office accounting procedures, typing and data entry. Must have thorough knowledge and understanding of the laws, regulations, policies and procedures that govern the operations of the district courts. Must have thorough knowledge and understating of the statewide District Justice Automated System. Must exercise independent judgment, and be able to interact effectively with the courts' customers, elected officials, and other agencies. Does related work as required.

POSITION RESPONSIBILITIES:

Essential Functions

1. Performs certain aspects of case processing functions. Case processing functions include but are not limited to docketing, filing, scheduling, and receiving fines, court costs or filing fees. At the direction of a District Judge, prepares and issues summonses, arrest or search warrants, drivers license suspension notices, and other related case documents. Records and makes necessary entries on case documents.
2. Performs certain aspects of office accounting functions, including but not limited to receiving and crediting funds to proper accounts and issuing receipts.
3. Generates automated and manual reports.
4. Maintains case files on matters in progress and follows up to ensure that all court functions are completed. Maintains case files of closed matters.

5. Maintains district court administrative files and records.
6. Prepares and types correspondence, reports, payroll, reports, vouchers, requisitions and other documents for District Judge or supervisor signature.
7. Coordinates certain office functions with other departments and agencies including but not limited to Clerk of Courts, police agencies and other related agencies or departments.
8. Operates computer display terminal and keyboard, standard office machines and other appliances incidental to district court clerical assignments.
9. Sorts documents for filing. Receives, classifies and routes incoming mail.
10. Performs related work as required by District Judge or Court Administration.

Non-Essential Functions

1. May wait on counter, receive and screen office visitors. May answer and screen telephone calls. May give general information in response to public or official inquiries.
2. May receive and resolve or refer citizen complaints.

MINIMUM EDUCATION AND EXPERIENCE:

1. High school diploma or G.E.D. certification from a recognized issuing agency.
2. One (1) year of experience in advanced typing and office practices including working with computer applications and CRT experience. Business school may be substituted for six (6) months of work experience.
3. Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to learn and understand district court clerical functions, including but not limited to case processing and office accounting procedures.
2. Ability to learn and understand the laws, regulations, policies and procedures that govern the operations of district courts.
3. Ability to learn and use the statewide District Justice Automation system.
4. Knowledge of general office practices and business English.
5. Ability to interact effectively with the public and governmental officials.

6. Ability to maintain cooperative working relationships with those contacted in the performance of duties, including all other employees.
7. Ability to type at a rate of 47 words per minute with 85% accuracy.
8. Ability to understand and carry out oral and written directions.
9. Ability to communicate effectively both orally and in writing.
10. Ability to sort, index, and file documents.

PHYSICAL DEMANDS:

Work involves walking, talking, hearing, using hands to handle, feel objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 10 pounds a distance of fifteen (15) feet or less.