



County of Berks POSITION DESCRIPTION FORM

Position Title:	Account Clerk II		
Department:	Prothonotary	Reports To: (Title)	
Effective Date:	January 2004	Revision Dates:	-September 2009 -2012 -October 16, 2019 - February 10,2020
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-1 Category:	Administrative Support	Union Classification:	AFSCME

POSITION SUMMARY:

This position is responsible for the daily accounting records of receipts and disbursements within the office. Non-supervisory position that includes performing a variety of complex clerical, bookkeeping, banking and accounting tasks and preparing financial, statistical, and/or technical reports. Performs time-stamping and typing. 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 most of the work is done under close or general supervision and is checked by another step in the process or by the Prothonotary or by an immediate supervisor. Frequent contact with the public, title searchers, 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. Receives and/or distributes funds related to various Prothonotary accounts. Prepares checks for signing from departmental accounts for bank transfers, various refunds, and monies held in escrow in civil and family court cases, including payment of Master fees and rent, and makes corresponding postings.
2. Responsible for readying cash drawers each day, checking out and running daily reports, verifying cash to cashiering station daily report, preparing deposit of daily revenue, and post journal, ledger, or voucher books of accounts for supporting data at hand or machine.
3. Balances individual interest-bearing bank account books by running adding machine tapes and proofing and reconciles monthly bank statements on these accounts held by the Prothonotary per Court Order. Prepares monthly Reconciliation Sheets for submission to the Controller's Office.
4. Posts daily revenue figures from daily report to computer revenue Journal spreadsheet, as well as posting expenditures. Must prepare report to the Prothonotary for proofing to be given to the Office Manager for entry into the Budget Program.

5. Computes and distributes all revenue received to the appropriate department at the end of each month. Prepares summary sheets and monthly Journal statements of revenue receipts and expenditures and prepares checks to be given to the Prothonotary for signature to be distributed to the County and State in the corresponding amounts. Must then prepare next month's Journals for entry.
6. Maintains old Cost Books by investigating finished cases and contacting parties for return of monies as awarded by Court Order. Prepares escheat to the State for unreturned money.
7. Prints each Civil Judge's daily Court list and corresponding disposition sheets for use in the courtroom.
8. Pulls and prepares files for upcoming hearings and trials for each Judge. Must review and update daily as hearings are scheduled.
9. Identifies, verifies, enters, and processes all orders entered in new cases by making detailed entries on the docket of a case as it proceeds through the civil legal process. This includes entering new hearing dates in the hearing books and other corresponding postings. Must understand the nature of the filings to determine the corresponding language for entry onto the official docket, as well as understanding if the document requires other actions to be taken with regard to the file and/or docket.
10. Checks, analyzes, and verifies information contained on incoming documents for accuracy prior to processing. May make some independent procedural decisions but should seek support as needed if documents are not correct and notifies appropriate offices or department for correction of procedure.
11. Answers phones and furnishes information to the public regarding matters pending before the Court, as well as direct callers to other offices as appropriate.
12. Operates various office equipment, including PCs, laser printers, and copiers.

Non-Essential Functions

1. Assists with training co-workers as needed.
2. Drafts, types, processes, issues and certifies various standard civil legal forms according to PA Rules of Civil Procedure.
3. Receives payment and issues receipts for documents, services, and requests requiring payment of a fee.
4. Assists Court Staff 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.
5. Retrieves and logs out files to public, Judges and their staff, and attorneys daily upon request.
6. Assembles a variety of data from office records for incorporation into various Prothonotary reports. Said data/reports may be maintained for audit purposes, court administration needs, and judicial requests.
7. Indexes records and information and makes postings to various department records.

MINIMUM EDUCATION AND EXPERIENCE:

- High school diploma or possession of a valid G.E.D. certificate.
- Two (2) years of experience in bookkeeping, accounting, or secretarial assignments involving advanced bookkeeping, as well as typing and office practices. Legal experience and/or school preferred.
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of Prothonotary office methods, practices, and procedures as well as knowledge of accounting theories.

- Ability to make mathematical calculations and perform detailed clerical work.
- Working knowledge of computers and software programs including but not limited to, Windows, Microsoft Word and Excel.
- Ability to perform a volume of numerical detailed work with speed and accuracy, and to make difficult mathematical computations with and without mechanical assistance.
- Ability to prepare financial and other records in a systematic, neat and legible manner.
- Ability to type at a rate of 47 words per minute from clear copy with 85% accuracy.
- Ability to operate a calculator by touch.
- Ability to communicate effectively both orally and in writing.
- Ability to understand and carry out both oral and written directions.
- 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.
- 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.
- Must possess a high degree of alertness, a keen willingness to learn, and the ability to undertake progressively more difficult assignments.
- Understanding and ability to adhere to the confidentiality of information contained in files and/or on documents sealed by law or by court order.
- Ability to handle stress.
- Physical presence in the office is required.

PHYSICAL DEMANDS:

- Ability to sit and stand for up to 2 to 3 hours without a break.
- Bending, pulling, and reaching for files.
- Ability to lift docket books and files weighing up to 45 lbs.
- Ability to move storage boxes weighing in excess of 40 lbs.
- 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.