



County of Berks POSITION DESCRIPTION FORM

Position Title:	<u>Court Courier/Runner/Tipstave</u>		
Department:	<u>District Justices</u>	Reports To: (Title)	_____
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
Effective Date:	<u>February 2001</u>	Revision Date:	<u>January 6, 2021</u>
EEO-1 Category:	<u>Administrative Support</u>	Union Classification:	<u>N/A</u>

POSITION SUMMARY:

This position is responsible for the timely distribution, delivery and receipt of time sensitive priority documentation (criminal cases, protection orders, indirect criminal contempt cases, etc.) between the courthouse/services center and the District Judges' offices. This position also serves as a jury room tipstave providing general support services to the court and Court Administration office.

POSITION RESPONSIBILITIES:

Essential Functions

1. Delivers and picks up time sensitive/priority court documents between the courthouse/services center and the District Judges' offices.
2. Acts as a jury room runner/tipstave: copies, delivers and/or posts court notices and schedules; hand delivers confidential or priority court mail/memoranda and general mail when mail room is not available; provides courtroom support to visiting or senior judges and arbitrators; delivers equipment, forms, and other items needed in court; assists in opening, sorting and categorizing jury summons and provides general assistance to jurors in the jury room; provides copying assistance for large/routine projects.

Non-Essential Functions

None.

MINIMUM EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. certification from a recognized issuing agency.
- Valid Pennsylvania driver's license.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Berks County road systems, traffic patterns, and driving conditions.

- Knowledge of courtroom/jury service daily routines.
- Ability to plan and estimate travel times.
- Ability to effectively communicate with persons of various levels of authority.
- Ability to carry out oral or written instructions.
- Ability to handle stress.
- Physical presence in the Facility is required.

PHYSICAL DEMANDS:

Employee may be required to lift paper boxes (estimated at 30 lbs.) to waist height.

WORKING ENVIRONMENT:

Various: Office/Courtroom and Outdoors.

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.