



## County of Berks POSITION DESCRIPTION FORM

<b>Position Title:</b>	Office Support III		
<b>Department:</b>	Court Administration	<b>Reports To: (Title)</b>	Court Administrator
<b>Effective Date:</b>		<b>Revision Dates:</b>	July 29, 2020 September 04, 2020
<b>Wage Category:</b>	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
<b>EEO-1 Category:</b>	Administrative Support	<b>Union Classification:</b>	

### POSITION SUMMARY:

The Office Support member would be cross trained to work in the various areas of Court Administration including Family and Dependency Court. The position would assist and back-up support staff who are often only one deep in their areas. They would perform all Office Support III work as directed by the Court Administrator.

### POSITION RESPONSIBILITIES:

#### ***Essential Functions***

1. Providing administrative support to the District Court Administrator and Deputy Court Administrators as directed by the District Court Administrator.
2. Creating appointment orders for the Guardians Ad Litem for the Dependency and Orphan's Court cases they are assigned to.
3. Creating files for new Dependency cases, maintaining those files and archiving the files when the cases close.
4. Pulling Dependency files for upcoming proceedings.
5. Typing letters, motions or briefs, including appellate court briefs.
6. Answering the telephone and giving general information or responses or taking messages for the Guardian ad Litem.
7. Researching and completing Custody Scheduling Orders.
8. Electronically filing Custody Scheduling Orders through JPortal.
9. Researching the names on the Children in the Middle Completion Certificates, adding the Docket number(s) and electronically filing them through JPortal to the Prothonotary's Office.
10. Keeping track of the free Children in the Middle slots granted by the Judges through In Forma Pauperis Orders and notify Family Guidance Center of those names.
11. Serving in support role as needed in Protection from Abuse Office.
12. Serving as a back-up in the area of videoconferencing scheduling.
13. Serving as a back-up to court administration in the area of procurement of office and court supplies/ materials.
14. Serving as back-up for law library operations.

15. Serving as back-up for courtroom ceremonies.
16. Operating various office equipment.
17. Proofreads typewritten and printed material.

*(The preceding examples are representative assignments performed by the position and are not intended to be all inclusive.)*

***Non-Essential Functions***

Other duties as assigned by the District Court Administrator.

**MINIMUM EDUCATION AND EXPERIENCE:**

- High School Graduate or possession of a G.E.D. Certificate from a recognized issuing authority.
- A minimum of one year of office experience preferred.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

- The ability to make independent judgments.
- Knowledge of office practices.
- Ability to operate a computer, printer and recording equipment.
- Basic mathematical skills.
- Ability to type with a reasonable degree of accuracy; and strong oral and written communication skills.
- Able to handle stress.
- Physical presence in the office is required.

**PHYSICAL DEMANDS:**

Sitting for long periods of time.

Reading and typing for long periods of time.

**WORKING ENVIRONMENT:**

Office setting.

*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.*