



County of Berks POSITION DESCRIPTION FORM

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|------------------------|---------------------------------|--|--------------------------|
| Position Title: | Office Support III (part-time) | | |
| Department: | MDJS | Reports To: (Title) | Sp. Courts Admin./MDJ |
| Effective Date: | | Revision Date: | January 22, 2020 |
| Wage Category: | <input type="checkbox"/> Exempt | <input checked="" type="checkbox"/> Non-Exempt | |
| EEO-1 Category: | Administrative Support | Union Classification: | |

POSITION SUMMARY:

To perform secretarial and office administrative work for a Magisterial District Judge (MDJ), an assigned Sr. MDJ, or the Magisterial District Judges System (MDJS).

POSITION RESPONSIBILITIES:

Essential Functions

1. Perform all or some case processing functions in criminal, civil, non-traffic summary and traffic cases.
2. Perform some office accounting functions.
3. Perform miscellaneous district court functions.

Non-Essential Functions

None.

MINIMUM EDUCATION AND EXPERIENCE:

- High school diploma/GED.
- At least one course at or above high school level in each of the following: English grammar, general office practice, typing or keyboarding, bookkeeping or office accounting.
- One (1) year general clerical experience.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of Microsoft Office Suite.
- Possess excellent customer service skills.
- Possess ability to multi-task.
- Possess excellent organizational skills.
- Must perform tasks independently.
- Ability to handle stress.
- Physical presence in the office is required.

PHYSICAL DEMANDS:

Ability to sit or stand for long periods of time. Must be able to work non-traditional office hours such as second or third shift hours.

WORKING ENVIRONMENT:

The Berks County Central Arraignment Court is located on the first floor of the Berks County Courthouse. Staff ranges from 1-2 persons per shift.

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.