



## County of Berks POSITION DESCRIPTION FORM

<b>Position Title:</b>	<b>Office Support II (Docketing Clerk)</b>		
<b>Department:</b>	Prothonotary	<b>Reports To: (Title)</b>	
<b>Effective Date:</b>	January 2004	<b>Revision Dates:</b>	December 2007, 2012 March 31, 2021
<b>Wage Category:</b>	<input type="checkbox"/> <b>Exempt</b>	<input checked="" type="checkbox"/> <b>Non-Exempt</b>	
<b>EEO-4 Category:</b>	Administrative Support	<b>Union Classification:</b>	AFSCME

### POSITION SUMMARY:

This position is responsible for the daily computer docketing/entry of all legal documents filed in the office for the Court of Common Pleas, Civil Division. Performs a variety of typing and other clerical duties. 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 an immediate supervisor. 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. Identifies, analyzes, verifies, and processes all standard legal documents by making detailed entries on the docket of a case as it proceeds through the civil legal process. Must understand the nature of the filings to determine the corresponding language for entry onto the official docket. Makes judgment calls with supervisor support if documents are not procedurally correct and notifies law offices for correction of procedure.
2. Drafts, types, processes, issues and certifies various standard civil legal forms according to PA Rules of Civil Procedure.
3. Checks, analyzes, and verifies information contained on incoming documents for accuracy prior to filing and processing. May make some independent procedural decisions but should seek support as needed if documents are not correct and notifies law offices for correction of procedure.
4. Receives payment and issues receipts for documents, services, and requests requiring payment of a fee.
5. Calculates interest and costs on judgment and execution being entered and recorded against a party in a case. If filing contains errors, responsible for addressing same with counsel of record.
6. Transmits to Judges, proposed orders, petitions, motions, or other documents for disposition.

7. Assists public 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.
8. Answers phones and furnishes information to the public regarding matters pending before the Court, as well as direct callers to other offices as appropriate.
9. Retrieves and copies documents and files maintained in the Prothonotary's Office for the public, the Courts, and all County Offices as needed.
10. Retrieves and logs out files to Judges and their staff, attorneys, and the public daily upon request.
11. Operates various office equipment, including PCs, laser printers, copiers, scanners, and cash registers.

***Non-Essential Functions:***

1. Assists with training co-workers as needed.
2. Reviews documents upon intake for compliance with instructions pertaining to imaging preparations.
3. Enters upcoming hearing dates for the civil Judges in the hearing books.
4. Tracks and locates documents throughout the office before processing has been completed, as requested.
5. Responsible for receiving, sorting, and distributing incoming mail to the various areas of the office for delegation based upon assigned duties, as needed.
6. Assembles a variety of data from office records for incorporation into various Prothonotary reports.
7. Indexes records and information and makes postings to various department records, such as the Charge Sheet Book and the Cost Book.

**MINIMUM EDUCATION AND EXPERIENCE:**

- High school diploma or possession of a valid G.E.D. certificate.
- Minimum of one (1) year experience in general 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.
- 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 type at a rate of 47 words per minute from clear copy with 85% accuracy.
- 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.*