



## County of Berks POSITION DESCRIPTION FORM

<b>Position Title:</b>	Office Support IV		
<b>Department:</b>	Court Administration/ District Judges	<b>Reports To: (Title)</b>	
<b>Effective Date:</b>	September 1997	<b>Revision Date:</b>	April 27, 2018 September 2, 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>	AFSCME eligible

### POSITION SUMMARY:

This position performs secretarial or administrative work for an individual District Judge or for the District Court system. Depending on work assignment, must be proficient in various district court clerical functions, including but not limited to case processing procedures, office accounting procedures, typing and data entry. Must have thorough knowledge and understanding of the laws, regulations, policies and procedures that govern the operations of the district courts. Must have thorough knowledge and understating of the statewide District Justice Automated System. Must exercise a considerable amount of independent judgment and be able to interact effectively with the courts' customers, elected officials, and other agencies. Does related work as required.

### POSITION RESPONSIBILITIES:

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

1. Depending on work assignment, performs all or some case processing functions in criminal, civil, landlord/tenant and/or traffic cases. Case processing functions include but are not limited to docketing, filing, scheduling, and receiving fines, court costs or filing fees. At the direction of a District Judge, prepares and issues summonses, arrest or search warrants, drivers license suspension notices, orders of execution, orders of possession and other related case documents. Records and makes necessary entries on case documents.
2. Depending on work assignment, performs all or some office accounting functions, including but not limited to entering fines and court cost information into the case dockets, receiving and crediting funds to proper accounts, issuing receipts, preparing daily bank deposits, maintaining and reconciling bank accounts, preparing daily, weekly, and monthly office accounting reports and issuing checks.
3. Depending on work assignment, performs miscellaneous district court functions including but not limited to services for other courts, preparation of marriage license applications, preparation of marriage certificates and other related functions.

4. Organizes and maintains the court calendar.
5. Assembles a variety of court data and generates automated and manual tickler, case management and statistical reports for local, state and county agencies
6. Maintains case files of matters in progress and follows up to ensure that all court functions are completed. Maintains case files of closed matters for specified time periods according to applicable records retention schedules.
7. Maintains district court administrative files and records.
8. Prepares and types correspondence, reports, payroll, reports, vouchers, requisitions and other documents for District Judge or supervisor signature. Reviews and proofreads documents.
9. Coordinates office functions with other departments and agencies including but not limited to Clerk of Courts, Prothonotary, Adult and Juvenile Probation Departments, Controller, Treasurer, prison Society, policies agencies and other related agencies or departments.
10. Waits on counter, receives and screens office visitors. Answers and screens telephone calls. Givers general information in response to public or official inquiries.
11. Receives and resolves or refers citizen complaints.
12. Operates computer display terminal and keyboard, standard office machines and other appliances incidental to district court clerical assignments.
13. Sorts documents for filing. Receives, classifies and routes incoming mail.
14. Orders office supplies and materials.
15. Performs related work as required by District Judge or Court Administration.

### ***Non-Essential Functions***

May train and lead other district court office support personnel.

### **MINIMUM EDUCATION AND EXPERIENCE:**

- High school diploma or G.E.D. certification from a recognized issuing agency.
- At least one course at or above high school level in each of the following: English grammar, general office practice, typing or keyboarding, office accounting and one (1) year of general clerical experience, OR
- Three (3) years of advanced clerical experience involving typing, data entry, bookkeeping or accounting.
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

### **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to learn and understand district court clerical functions, including but not limited to case processing and office accounting procedures.
- Ability to learn and understand the laws, regulations, policies and procedures that govern the operations of district courts.
- Ability to learn and use the statewide District Justice Automation system.
- Knowledge of general office practices and business English.
- Ability to interact effectively with the public and governmental officials.
- Ability to maintain cooperative working relationships with those contacted in the performance of duties, including all other employees.

- Ability to type at a rate of 47 words per minute with 85% accuracy.
- Ability to understand and carry out oral and written directions.
- Ability to communicate effectively both orally and in writing.
- Ability to handle stress.
- Physical presence in the office is required.

**PHYSICAL DEMANDS:**

Work involves walking, talking, hearing, using hands to handle, feel objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 10 pounds a distance of fifteen (15) feet or less.

**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.*