



County of Berks POSITION DESCRIPTION FORM

Position Title:	Office Support II		
Department:	Clerk of Courts	Reports To: (Title)	Chief Deputy Clerk of Courts
Effective Date:	May 2008	Revision Date:	December 23, 2015 January 16, 2020
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-1 Category:	Administrative Support	Union Classification:	AFSCME eligible

POSITION SUMMARY:

This position is responsible for the filing of various court documents in the Criminal Division, such as Bail, Bench Warrants, and Summary Appeals. Responsible for the accurate and timely input and verification of all criminal documents into the CPCMS System. The OS II position is also responsible for assisting the public, attorneys, and various legal offices in the filing of these documents and for the organization and daily operational tasks associated with the file room.

POSITION RESPONSIBILITIES:

Essential Functions

1. Provides customer service at the front desk and receives documents for filing. Ensures that documents are complete and accurate and timestamps each document.
2. Answers main telephone line and assists the public, other offices, attorneys, Judges, etc.
3. Processes information from bench warrants, court orders, bail orders, and juvenile bench warrants into CPCMS. Seals, distributes, and docket the warrant.
4. Receives and reviews required documents for summary appeals.
5. Processes Witness Cards for the proper payment of witnesses.
6. Copies, certifies, and seals documents as requested by various parties.
7. Prepares subpoenas and sentencing guidelines for docketing. Dockets various documents.
8. Organizes and returns files from the courtroom of each Criminal Judge daily. Marks files as returned and verifies that all documents are included.
9. Signs in and sorts files returned from Court Administration daily. Distributes and files appropriately.
10. Delivers files to each courtroom for any of the nine criminal judges as requested by the Court Clerk or Coordinator.
11. Processes and files all loose documents appropriately.
12. Reviews daily jail list to determine the criminal files needed for defendants scheduled. Sends files to proper judge and courtroom.
13. Tracks and verifies the activity of all criminal files. Updates File Tracking System in CPCMS.

Non-Essential Functions

Provides back up for other office support staff.

MINIMUM EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. certification from a recognized issuing agency.
- One (1) year of general office experience.
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the criminal justice and court systems.
- Knowledge of legal aspects of criminal documents and laws as they pertain to processing of criminal cases.
- Knowledge of general office practice/procedures.
- Knowledge of CPCMS operating system.
- Ability to analyze data and take appropriate action relating to the data.
- Ability to maintain effective working relationships.
- Ability to communicate effectively both orally and in writing.
- Ability to follow complex written and oral instructions.
- Ability to type at a rate of 47 words per minute with 85% accuracy.
- 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.