



County of Berks POSITION DESCRIPTION FORM

Position Title:	Tipstaff (Per Diem)		
Department:	Court Administration	Reports To: (Title)	
Effective Date:	April 3, 2014	Revision Dates:	August 3, 2020 August 21, 2020
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-1 Category:		Union Classification:	Non-Union

POSITION SUMMARY:

The Tipstaff positions are per diem and can support the Court in a variety of functions including assisting with jurors, typing and clerical duties, making copies and other related work as assigned.

POSITION RESPONSIBILITIES:

Essential Functions

1. Electronically checks-in jurors reporting for service, validates parking tickets and prepares paperwork for jury selection.
2. Escorts jurors from the jury room to the various courtrooms for jury selection.
3. Sits with and escorts jurors during trials and deliberations and ensures stock of necessary supplies in the deliberation rooms.
4. Delivers interoffice mail, documents, files, and boxes of copy paper.
5. Assists in the courtroom on Family Court days to make copies of Protection From Abuse or Indirect Criminal Contempt Orders, gives the copied orders to the clients along with an instruction sheet, and related work as assigned.
6. Assists the Custody Office with typing continuances, filing documents with the Prothonotary's Office, filing documents away in the proper file folders, making copies, shredding, and related work as assigned.
7. Assists the Protection From Abuse Office with typing forms and related work as assigned.
8. Assists the Mediation Coordinator with clerical duties.
9. Assists Dependency Court Hearing Officers with clerical duties on hearing dates, including entering data into the computer.
10. Assists Dependency Court on Court days with signing in parties from a daily list.
11. Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE:

- High School graduation or possession of a G.E.D. Certificate from a recognized issuing agency.
- A minimum of one (1) year experience in office practices, including working with varied computer applications.

- Any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Basic elements of English language usage and spelling.
- Ability to perform routine clerical work and use various office machines including copiers, facsimile machines, shredders, multi-line telephones and computers.
- Ability to understand and carry out oral and written directions.
- Ability to maintain cooperative working relationships with co-workers and the public in the performance of work-related duties.
- Ability to communicate effectively orally and in writing.
- Ability to organize and prioritize work.
- Ability to handle stress.
- Physical presence in the Facility is required.

PHYSICAL DEMANDS:

- May sometimes be sitting for extended periods of time.
- Possible eye strain from long periods of reading or using a computer.
- Occasional heavy lifting (cases of paper, boxes of supplies, etc.)

WORKING ENVIRONMENT:

- Predominantly office and courtroom settings.
- Appropriate business attire required.
- Job duties included contact with the public.
- This is a part-time per diem position.

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.