

POSTING DATE: January 04, 2016
REMOVAL DATE: January 18, 2016

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Clerk Temporary – Part Time
Adult Probation and Parole Department

(Open to Promotion, Transfer or New Hires)

SALARY: \$10.00 per hour

FILING DEADLINE: Monday, January 18, 2016 @ 4:00 p.m.

PURPOSE: To establish an eligibility list for future vacancies within the First Judicial District of Pennsylvania.

REQUIREMENTS:

1. High school diploma or equivalent.
2. Successful completion of a written general aptitude test.
3. Some experience in an office environment is preferred.
4. City residency required within (6) months of satisfactory completion of an employment orientation period.
5. Ability to perform the essential functions of the position.

GENERAL DEFINITION:

This position provides basic and routine clerical support services within the Adult Probation Department. Duties may include, but are not limited to, filing, answering the telephone, greeting and registering clients for office visits; coding court documents, data entry, word processing and record keeping. Light physical effort is required in the performance of clerical assistant duties.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Inform Officers of clients appearing for their office visit and maintain the client register roster.
- Retrieve information for client of identification of Probation Officers and direct them accordingly.
- File and/or address court documents in accordance with instructions given by authorized personnel.
- Locate requested material and performs clerical office work to process, record keep and/or report.

- Perform routine clerical duties such as data entry/retrieval and filing.
- Receive and respond to inquiries regarding practices and procedures of the department.
- Utilize standard office equipment and machines for recording, storing, analyzing, retrieving, and presenting information.
- Type and revise letters, memos, reports, etc. from rough draft.
- May use spreadsheet software to enter financial or other mathematical data.
- Maintain office filing system.

Marginal Functions:

- Replenishes paper for computer printer, copy machine and/or fax machine.
- Answers the telephone and may greet the public.
- Performs related work as required.

ENVIRONMENTAL CONDITIONS:

Standard office conditions.
Direct contact with diverse court clientele.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Knowledge of English language, to include adequate reading and writing skills.
- Ability to use personal computers and applicable software.
- Ability to operate standard office equipment including a telephone, fax machine, calculator, copier.
- Ability to make arithmetic calculations with speed and accuracy.
- Ability to perform basic data entry and retrieval operations.
- Ability to read, understand and interpret instructions and other operating procedures and communicate orally and in writing.
- Ability to learn clerical, data entry and retrieval procedures within assigned function.
- Ability to answer telephones and take messages courteously.
- Ability to attend to details.

The First Judicial District is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.