



# CLINTON COUNTY GOVERNMENT

## *Job Description*

Job Title: Clerk Typist  
Department: Prothonotary  
Position Reports to: Prothonotary  
Grade Level: N/A  
FLSA Status: Non-Exempt  
Position Type: Part-Time  
Bargaining Unit Status: Bargaining  
Date: May 10, 2018

**Summary:** Under the direct supervision of the Prothonotary. This person will act as a receptionist, as well as provide administrative and secretarial support for department operations. Will be required to work on special projects as needed. Will correspond and assemble highly confidential information. Will engage with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize, and organize.

**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.

- Tracks cases and provides necessary notification to various parties.
- Greets, screens, directs and assists callers and visitors; provides information, answers questions.
- Receives and relays messages and provides information regarding policies and procedures.
- Collects payments and prepares receipts.
- Balances money collected with receipts on a daily basis.
- Prepares new casefiles and manages existing case information.
- Files documents with the Court of Common Pleas.
- Makes and delivers copies of Court documents to appropriate people.
- Processes and docket a variety of traffic, non-traffic, landlord/tenant, civil, criminal and private complaints and citations; prepares all related paperwork; notifies involved parties of actions by mail or by service of process.
- Types and processes a variety of reports, documents and correspondences; processes subpoenas and service of process for trials, notifies involved parties of actions and dates.
- Files documents and records; maintains filing systems; copies and faxes documents.
- Processes department and US mail.
- Performs other related functions as assigned or required.

**Education and Experience:** High school diploma or equivalent with vocational/technical training in field with two or three years of related experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.



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**Additional Job Requirements:** Valid driver's license, satisfactory pre-employment drug screen and background check, and completion of the computer skills testing.

### **Performance Aptitudes:**

- **Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- **Human Interaction:** Requires the ability to apply principles of persuasion and/or influence.
- **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions.
- **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractional and/or interpret graphs.
- **Functional Reasoning:** Requires ability to carry out instructions furnished in written, oral or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
- **Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.
- **Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation.
- **Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.
- **Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise violence, disease or pathogenic substances.

### **Employee Expectations:**

In completing the duties and responsibilities of the position as the Part-Time Clerk Typist, the employee will adhere to all county policies, guidelines, practices and procedures; act as a role model both inside and outside the County, perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

### **At-Will-Employment:**



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The Part-time Clerk typist is an at-will employee and serves at the pleasure of the Commissioners, and Clinton County. They are Equal Opportunity Employers (s) and do not discriminate on the basis of age, gender, religion, race, color, national original, ancestry, sexual orientation, or disability.

**I have read the job description for the Part-Time Clerk Typist, and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.**

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Signature of Employee

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Date

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Signature of Supervisor

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Date

*In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.*