

## JOB POSTING

POSITION – CLERK

OFFICE OF THE PROTHONOTARY & CLERK OF COURTS

HOURS: 8:00 A.M. – 4:30 P.M.

40 HOURS PER WEEK

STARTING RATE: \$14.50 PER HOUR

6 MONTHS PROBATION; VACATION, SICK AND PERSONAL AFTER 6 MONTHS

JOB REQUIREMENTS/QUALIFICATIONS: INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

PROTHONOTARY & CLERK OF THE COURTS IS KEEPER OF ALL THE RECORDS FOR CIVIL AND CRIMINAL CASES. THIS POSITION IS A DUAL ROLE WORKING WITH CIVIL AND CRIMINAL CASES, CREATING, MAINTAINING, INPUTING INFORMATION INTO A DATA SYSTEM. WORKING WITH HIGHLY CONFIDENTIAL, SENSITIVE INFORMATION.

YOU MUST HAVE EXCELLENT CUSTOMER SERVICE SKILLS. BE WILLING TO ANSWER THE PHONE; AND BE ABLE TO GREET CUSTOMERS AS THEY COME INTO THE OFFICE.

**YOU MUST HAVE THE ABILITY TO LEARN QUICKLY; MULTITASK,** USING GREAT ORGANIZATIONAL SKILLS; ANSWER TELEPHONES; PROCESS INFORMATION ACCURATELY AND EFFECTIVELY. WORK WELL UNDER PRESSURE; BE A TEAM PLAYER. BE WILLING TO ASSIST CUSTOMERS WITH VARIOUS QUESTIONS AND STAND ON LADDERS TO RETRIEVE BOOKS UP TO 20 POUNDS. YOU MUST HAVE THE ABILITY TO MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH OTHER EMPLOYEES; MANAGERS; AND THE PUBLIC TO BE COURTEOUS; TACTFULL AND POSITIVE.

THERE WILL BE ON THE JOB TRAINING AS WELL AS ONLINE TRAINING FOR PASSPORTS. THE CRIMINAL DATA BASE TRAINING WILL BE HELD IN MECHANICSBURG PA.

INTERESTED INDIVIDUALS MUST SUBMIT AN APPLICATION TO THE PROTHONOTARY & CLERK OF COURTS OFFICE. INTERVIEWS WILL BE HELD IN PERSON AT THE PROTHONOTARY & CLERK OF COURTS OFFICE.