

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: \$16.00

OVERVIEW OF THE POSITION:

Prothonotary & Clerk of Courts is keeper of all the records for Civil and Criminal cases.

ESSENTIAL FUNCTIONS:

- Maintain, docket and file both computer and paper records pertaining to Civil and/or Criminal proceedings and the various subsections of each division;
- Process Passport applications
- Updates and maintains computer databases used within the department
- Greets and assists general public by taking or providing information, receiving payments or directing them to proper locations
- Sorts, copies and/or files correspondence and documents with the department
- Processes required department documents, forms and/or reports as required.

GENERAL RESPONSIBILITIES:

- Answer telephone in a friendly and courteous manner;
- Have interactions with the public and court-related officials through face-to-face contact, telephone and other means of communication in a friendly and courteous manner;
- Obey all safety rules and regulations;
- Keep work area clean and orderly;
- Other responsibilities and/or duties as assigned or requested by Supervisor.

MINIMUM REQUIREMENTS

- Must have basic computer and typing skills
- Ability to communicate in a professional manner
- Ability to follow instructions
- Ability to maintain effective working relationships with other employees
- Ability to stand on ladders and lift 20 pounds

BENEFITS:

- 5 days of Vacation, 2 Personal days after 6 months
- Paid Sick days after 6 months
- 12 paid holidays per year
- Health, dental and life insurance
- Health insurance rebate if opting out of county insurance
- Vision reimbursement
- Pension

Applications can be obtained at the Courthouse lobby or online at www.tiogacountypa.us. Applications can also be completed and submitted online. Please visit our webpage and select Human Resources from the department listing and click on online application form to complete and submit online. Deadline for applications is January 20, 2026.

Tioga County is an Equal Opportunity Employer.