

CARBON COUNTY

CIVIL PROCESS CLERK (SHERIFF'S OFFICE)

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB:

To perform specialized office clerical duties and responsibilities within the Carbon County Sheriff's Office in a timely manner to assure the efficient operation of the department.

ESSENTIAL FUNCTIONS OF JOB:

1. Greets visitors and provides them with general information relating to the department.
2. Composes/Prepares/Types/Processes letters, mail, memos, reports, forms, lists, newsletters, informational packets, and a variety of other correspondences required by the department.
3. Answer inquiries from the public or directs callers to appropriate individuals.
4. Process and enters all civil paper work from the Prothonotary, Magistrate Offices or other entities.
5. Processes and enters all Protection from Abuse services as appropriate in the Protection from Abuse Database and Teleosoft.
6. Assists deputies in completing civil returns.
7. Establishes and maintains files and statistics according to prescribed standards.
8. Interacts with other internal departments and external agencies, staff and general public as needed to carry out essential job duties.
9. Assists in real estate and criminal processes and maintains records for PFA collection fees and bills as appropriate.
10. Operates computer, fax machine, copier and other office equipment as necessary to perform essential functions.
11. Assist Real Estate Clerk and Administrative Assistant as required.

OTHER DUTIES OF JOB:

1. Attends meetings and training sessions as required to include First Aid, CPR and AED certification.
2. Assists other clerical staff as needed with real estate and administrative functions.
3. Perform other duties as required or assigned.
4. Processes License to Carry permits, License to Sell Firearms, License to Sell Precious Metals, and County ID's. Assists with yearly Tax Sales.

SUPERVISION RECEIVED:

Receives instructions or supervision from supervisors and deputies.

SUPERVISION GIVEN:

None

WORKING CONDITIONS:

1. Works indoors in limited work space with adequate lighting, temperatures and ventilation.
2. Works with average indoor exposure to noise and stress, but subject to frequent disruptions.
3. Needs to be comfortable with working in conditions where individuals are taken into custody or are processed by the court system.
4. Needs to be comfortable working in conditions where potential outbursts of disruptive behavior of clients, inmates, convicts their families and consumers can occur.

PHYSICAL AND MENTAL REQUIREMENTS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing and walking and occasional periods of bending, twisting, stooping, and reaching as necessary to carry out essential job duties.
3. Dexterity requirements range from coordinated movements of fingers/hands for typewriter and computer, to simple dexterity of feet/legs/torso as necessary to computer, to simple dexterity of feet/legs/torso as necessary to carry out job duties.
4. Must be able to move about frequently as essential to the duties.
5. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of thirty-five pounds.
6. Must be able to concentrate and pay close attention to work.
7. Must demonstrate emotional stability.
8. Must be able to handle stress well.

QUALIFICATIONS:

A. EDUCATION/TRAINING:

High School diploma or equivalent, plus some business/clerical and computer background.

B. WORK EXPERIENCE:

Preferred 2 years of experience in an office environment with some type of background in the criminal justice system. Experience and other equivalent training will be considered.

C. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
 2. Must possess good communication and interpersonal skills.
 3. Must possess initiative and problem-solving skills.
 4. Must possess excellent organizational skills.
 5. Must possess ability to function independently, have flexibility and ability to work effectively with clients, co-workers and others to complete complex clerical tasks.
 6. Must possess ability to maintain confidentiality in regard to client information and records.
 7. Must possess the technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
 8. Must possess mental alertness, clerical and math aptitude and general knowledge of business, English and grammar and the ability to perform these skills with accuracy and within reasonable speed to prepare and complete required reports and records.
 9. Must possess ability to compose replies to routine correspondence.
 10. Must possess ability to meet and interact effectively with co-workers, general public as well as internal and external departments, and to respond accurately to routine questions/inquiries regarding department operations and procedures.
 11. Must possess some knowledge of legal terminology and the operation and procedures of court systems and county government.
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I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF CIVIL PROCESS

CLERK (SHERIFF'S OFFICE) AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(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.