

Full time position (40 hrs/wk) available for Confidential Secretary in Clarion County Court of Common Pleas. This is a skilled position requiring a 2 year business or paralegal degree, or equivalent experience. Proficiency with Microsoft Office required. Legal experience helpful, but not required. Submit cover letter and resume with no less than three references listed by email to tjslike@co.clarion.pa.us. Resumes accepted through July 31, 2017. For more information visit the Human Resources section at www.co.clarion.pa.us

**CLARION COUNTY COURT OF COMMON PLEAS
CONFIDENTIAL SECRETARY
JOB DESCRIPTION**

POSITION DESCRIPTION:

Non- Exempt

OVERALL OBJECTIVES

This employee provides administrative and clerical support in an automated environment to Clarion County's President Judge, as well as to any other judges sitting in Clarion County and to Court Administration. The position works with sensitive information requiring strict confidentiality.

ESSENTIAL FUNCTIONS

Answers the telephone, responds to inquiries or directs the caller to the appropriate party or office.
Greets visitors to the Judge's Chambers and Court Administrator's Office, answers their inquiries and directs them to the appropriate location.
Assists the Deputy Court Administrator with criminal caseload:
Is proficient at using the Common Pleas Criminal Case Management System
Enters new cases onto appropriate court lists
Is responsible for mailing notices to defendants for court sessions
Prepares court lists and distributes to counsel and others
Tracks return of certified notices
Prepares and distributes transport orders for incarcerated individuals
Is sufficiently familiar with criminal caseload responsibility to be able to handle the duties in the absence of the Deputy Court Administrator
Works closely with Sheriff's Office to schedule bench warrant hearings
Prepares and files documents in Judicial/Court Administration files, general files, correspondence files, etc
Maintains computer lists of all file types
Delivers and retrieves files from the Prothonotary, Clerk of Courts, Orphans Court offices
Types orders and letters for Judges and Court Administration
Composes routine correspondence and orders using a prescribed format and conforming to all rules of punctuation, grammar, and style
Types opinions from dictation
Maintains supply closet and orders supplies as needed
Schedules hearings, arguments, meetings, etc
Appoints counsel to represent parents and children in dependency and other matters and updates tracking lists with that information
Able to attend trainings, seminars and conferences as necessary

SUPERVISION RECEIVED

Reports to the President Judge and the District Court Administrator. Receives limited instruction or supervision in carrying out routine day to day tasks.

SUPERVISION GIVEN

N/A

WORKING CONDITIONS

The work environment characteristics described herein are representative of those the employee encounters while performing the essential functions of the position. A Confidential Secretary works indoors on a regular basis in an office with minimal environmental factors.

PHYSICAL/ MENTAL CONDITIONS

Must possess the ability to do light work with occasional lifting/carrying of objects up to 20 pounds. Must be able to pay close attention to detail while being able to concentrate for long periods of time. Must be able to sit for long periods throughout the work day with occasional standing, walking, twisting and bending.

Must possess the ability to convey and present information, explain procedures, and follow instructions.

QUALIFICATIONS

High school diploma, completion of business school and/or Paralegal degree or any equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Ability to work effectively with the public, co-workers, subordinates and government officials.

Ability to speak and write English fluently and to understand written and spoken English.

Effective communication skills.

Good interpersonal skills.

Ability to exercise initiative and problem-solving skills in carrying out job duties, and to make independent decisions when circumstances warrant.

Ability to function independently and to be flexible.

Knowledge of modern office practices and equipment.

Ability to become familiar with various legal publications, legal terminology and the Pennsylvania Rules of Court in order to comprehend various documents and schedule matters as dictated by rule and/or statute

Skill in utilizing current word processing and spreadsheet software, such as Microsoft Office

Ability to handle a variety of unrelated issues simultaneously

Required to maintain strict confidentiality, as specifically set forth in the Court Personnel and Procedures Manual.

Partisan political activity prohibited

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF CONFIDENTIAL SECRETARY AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Employee's signature

Date

District Court Administrator signature

Date

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

Created 1/2/15

Court of Common Pleas of Clarion County
421 Main Street Suite 34
Clarion, PA 16214
(814) 226-9351
Fax (814) 226-1097

James G. Arner
President Judge

Tammy J. Slike
District Court Administrator
Email: tjslike@co.clarion.pa.us

POSITION VACANCY

Posting date
July 13, 2017

Closing date
July 31, 2017

POSITION: Confidential Secretary

LOCATION: Court of Common Pleas
Clarion County Court House
421 Main Street Clarion PA 16214

TYPE POSITION: Level 1 (Full Time, 40 hours per week)
8 a.m. – 5 p.m. Monday through Friday

SALARY: \$25,318.00

JOB DESCRIPTION: See attached Job Description

ELIGIBILITY REQUIREMENTS: Two year business school and/or Paralegal degree or equivalent training and experience
Legal experience helpful, but not required
Proficiency with Microsoft Office, particularly Word and Excel

TO APPLY: Send cover letter and resume with no less than three references to tjslike@co.clarion.pa.us

APPLICATION DEADLINE: July 31, 2017

CLARION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER