Beaver County, Pennsylvania
CLASS DESCRIPTION

POSITION TITLE: Legal Clerk II
CLASSIFICATION NUMBER: 460006*
DEPARTMENT (S): Prothonotary

There is currently one (1) full-time S7 Grade 4 Step 1 Legal Clerk II position open in the Prothonotary Department. New hire hourly rate of pay is $15.75 at 35 hours per week.

The discretion of the Beaver County Board of Commissioners will determine when the position will be filled.

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to provide non-routine administrative support for various legal functions at the County. Employees in this classification perform mid-level clerical work. Position is responsible for attending court proceedings, issuing oaths and certifying documents. Performs related work as directed. The Legal Clerk II is differentiated from the entry-level by increased discretion in the review, classification, categorizing, prioritizing, and/or analysis of data and/ or information and greater skill and composure in interpersonal communication and customer service.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Attends court proceedings to administer oaths to jury panel, witnesses and/or defendants.
- Process paperwork resulting from hearings and other legal documents as requested by the Judge.
- Processes citations, civil complaints, landlord and tenant complaints, and according to AOPC (Administrative Office of Pennsylvania Courts) procedure, Pennsylvania Criminal and Civil Rules of Procedure, County policies and related statutes from initial entry to disposition. Enters information into computerized docket system and proofreads and corrects entries. Arranges and changes payment schedules. Sends out summons and/or complaints. Files legal paperwork in accordance with established records management procedures. Processes license suspensions. Records continuance of hearing. Records final disposition of citation or complaint.
- Greets the public, clients, outside agencies and other county staff as necessary. Receives and screens incoming telephone calls. Routes calls and/or takes messages as necessary. Answers questions from staff, outside agencies, the public or other individuals and provides information pertaining to specific cases. Assists local agencies, businesses, schools and the general public with procedure questions when filing complaints. Receives incoming legal paperwork from attorneys, law enforcement, and/or the general public. Places date and timestamp on document and ensures paperwork is completed with necessary information. Maintains effective communication with other departments.
- Accepts payment for filing fees, fines and/or court costs. Creates record of payment and issues receipt. Balances cash drawer with transaction records and prepares deposit.
- Composes, types and/or prepares correspondence, letters, memoranda and documents for assigned department. Creates spreadsheets, forms and other documents. Prepares faxes, and/or files for departmental use and future reference. Sorts and process incoming and outgoing mail.
- Attends meetings, seminars, workshops and other training classes as necessary to keep apprised of changes in legislation and/or current industry trends.

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MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by up to 2 years previous experience and/or training; or an equivalent combination of education, training, and experience.

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 fractions 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 communication 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 extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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