

**SUSQUEHANNA COUNTY**  
**POSITION DESCRIPTION**

**TITLE:** SECOND DEPUTY PROTHONOTARY/ CLERK OF COURTS  
**DEPARTMENT:** PROTHONOTARY/CLERK OF COURTS  
**LOCATION:** SUSQUEHANNA COUNTY COURTHOUSE  
**REPORTS TO:** PROTHONOTARY/CLERK OF COURTS  
**SUPERVISES:** NONE  
**RATE:** \$14.53/HOUR  
**POSITION STATUS:** FULL TIME/40 HOURS/UNION ELIGIBLE POSITION

**GENERAL:**

**Minimum Requirements:**

- Education equivalent to the completion of twelfth grade, and must be able to read/write and understand the English language.
- Must have accurate computer and typing skills, plus experience with Microsoft Word, Excel, Windows, and spreadsheets.
- Reliable transportation
- Business Casual Attire
- Accounting: Accounts receivable, payable, and basic knowledge of banking.
- Work Experience: Two years of office management experience or any equivalent combination of training and experience that provides required knowledge, skills and abilities to successfully fulfill the requirements of this position.

**Required Knowledge and Skills:**

- The ability to work under stress, and complete tasks with multiple interruptions.
- The ability to work well as a team and with minimal supervision.
- The ability to follow procedures both written and verbal accurately.
- The ability to be organized, learn quickly, and retain the information learned.
- The ability to communicate with both peers and public, in person and over the phone.
- Confidentiality: Able to be confidential about court proceedings and cases.
- Ability to professionally deal with hostile members of the public.

**Duties and Responsibilities:**

- Create and index, all new cases.
- Docket, and scan maintain all original filings on cases.
- Prepare orders and miscellaneous filings for service upon parties to the case as well as all agencies involved. Certify documents as required for service.

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- Accept, apply, track and release Court ordered bail postings.
- Shall be familiar with Pennsylvania Rules of Civil Procedure and Purdon's as well as be able to independently search for statutes, procedures and comprehend same.
- Accept filings, determine and access the appropriate fees associated with that filing.
- Accept and apply all payments, prepare daily deposit, deliver deposit to the bank.
- Process filings, which come either via mail, District Magistrates, attorneys or the general public.
- Assist the public and other agencies with the searching of various court records.
- Gather files for daily court calendar.
- Prepare documentation for cases on appeal to higher courts.
- Open/Monitor Historical Records whenever necessary.
- Assist in training of new employees.
- Notarize signatures on court related documents and certify and attest to original documents.
- Must have knowledge of assist with any duties needed to properly run the Prothonotary & Clerk of Courts office.
- Prepare and certify a variety of court documents such as warrants, bail bonds, subpoenas, summons, and access appropriate costs if applicable.
- Apply escrow and track same to ensure timely release to the appropriate party.
- Maintain PFAD database.
- Maintain Protection from Abuse payment records, send letters and bills when necessary, and search for addresses for billing purposes
- Testify on behalf of the Prothonotary Office as plaintiff regarding non-pay bench warrants.
- Open/Monitor Historical Records whenever necessary.
- Conduct criminal background searches for State Police and FBI.
- Prepare Oath of Offices for County, Constable, and Township/Borough elected officials.
- Execute civil judgments and satisfactions, required by law as they pertain to criminal cases.

**Required Certifications within 3 Months of Hire:**

- Certification for Protection from Abuse Database State System
- Certification for Accurant

**Physical Requirements:**

- Able to lift 50lbs. and climb ladders up to 8 foot.
- Must be able to work well under busy circumstances and multi-task

**Special Requirements:**

- The incumbent must have passed the Susquehanna County Background Check with no record of criminal convictions.

- The incumbent must meet and comply with Susquehanna County's Employment Policies.
- The incumbent must be able to handle confidential data, the disclosure of which is protected by law.
- Must learn and be able to perform the duties of the 1<sup>st</sup> Deputy Prothonotary

**DISCLAIMER:**

The above statements are intended to describe the general nature of and level of duties being performed by a person assigned to this position. They are not intended to be constructed as an exhaustive list of responsibilities, duties and skills required to perform this position.

**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.**