

POSTING DATE: December 6, 2016  
REMOVAL DATE: December 20, 2016

**POSITION ANNOUNCEMENT  
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA  
EQUAL OPPORTUNITY EMPLOYER**

**POSITION:** Clerk Temporary – Part Time  
Various departments

**(Open to promotion, transfer or new hires)**

**SALARY:** \$10.00 per hour

**REQUIREMENTS:**

1. High school diploma or equivalent.
2. Some experience in an office environment is preferred.
3. City residency required within (6) months of satisfactory completion of an employment orientation period.
4. Ability to perform the essential functions of the position.

**GENERAL DEFINITION:**

This position is temporary in nature, either seasonal or for special projects. Work is generally repetitive and clerical in nature. This is entry level clerical work performed under the supervision of a clerical or administrative supervisor. The work is easily learned and, once learned, can be performed without close supervision. Employees in this class may be required to perform data entry work as needed.

**ESSENTIAL FUNCTIONS:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Sorts and files papers and documents according to existing filing system.
- Performs routine data entry functions to enter information into or retrieve from court computers.
- Uses standard office equipment to record, store, retrieve, duplicate or present information.
- Receives requests for court records from lawyers, court officials and the public.
- Completes standard forms as instructed.
- Directs the public to appropriate departments based on simple inquiries.

**MARGINAL FUNCTIONS:**

- Replenishes paper for computer printer, copy machine and/or fax machine.
- Answers the telephone and may greet the public.

- Performs related work as required.

**ENVIRONMENTAL CONDITIONS:**

Standard office conditions.

Direct contact with diverse court clientele

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:**

- Ability to use personal computer and learn applicable software to perform data entry.
- Ability to perform basic mathematical functions.
- Ability to meet deadlines.
- Ability to establish an effective working relationship with coworkers and correspond with the general public in a professional manner.
- Ability to sort papers and documents and file alphabetically.
- Ability to effectively communicate the English language both orally and in writing.

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**The First Judicial District is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.**