

County of Berks

POSITION DESCRIPTION FORM

Position Title	<u>Part-time Office Support II</u>		
Department	<u>Juvenile Probation Office</u>	Reports To (Title)	<u>Office Manager</u>
Effective Date	<u>April 1, 2011</u>	Revision Date	<u>August 20, 2018</u>
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-1 Category	<u></u>	Union Classification	<u></u>

POSITION SUMMARY:

Performs a variety of clerical duties including but not limited to preparing orders, typing documents, data entry and filing.

POSITION RESPONSIBILITIES:

Essential Functions

1. Prepares and processes necessary documents in order to expunge juvenile court records.
2. Performs case management system data entry for the Berks County Probation and Parole Department.
3. Assists in the processing of victim claim forms and related duties for the Victim-Witness unit as needed.
4. Assists in the preparation of Probation and Parole Department files for archiving.

Non-Essential Functions

1. Provides main office reception area coverage when necessary.
2. Serves as the juvenile court list caller when necessary.
3. Files case documents and files.

MINIMUM EDUCATION AND EXPERIENCE:

1. High school diploma.
2. Minimum one (1) year experience in advanced typing and office practices.
3. Any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Basic elements of English language usage, comprehension, reading, and spelling; and arithmetic.
2. Ability to perform routine clerical work including typing, filing, answering telephones and waiting on visitors.
3. Ability to utilize various computer equipment and software including Microsoft Word and Excel.

4. Ability to operate standard office equipment including photocopier, FAX machine, computer and printer.
5. Ability to type at a speed of 47 WPM from clear copy with 85% accuracy.
6. Ability to understand and carry out oral and written directions.
7. Ability to maintain cooperative working relationships.
8. Ability to communicate effectively orally and in writing.
9. Ability and willingness to learn and to perform tasks of progressively increasing difficulty.
10. Ability to work independently and as a team.
11. Ability to be a self-starter and work with little supervision.
12. Ability to make some independent judgment.

PHYSICAL DEMANDS:

Nothing unusual.

WORKING ENVIRONMENT:

Normal office environment.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION

Signature of Employee

Date

Signature of Supervisor

Date

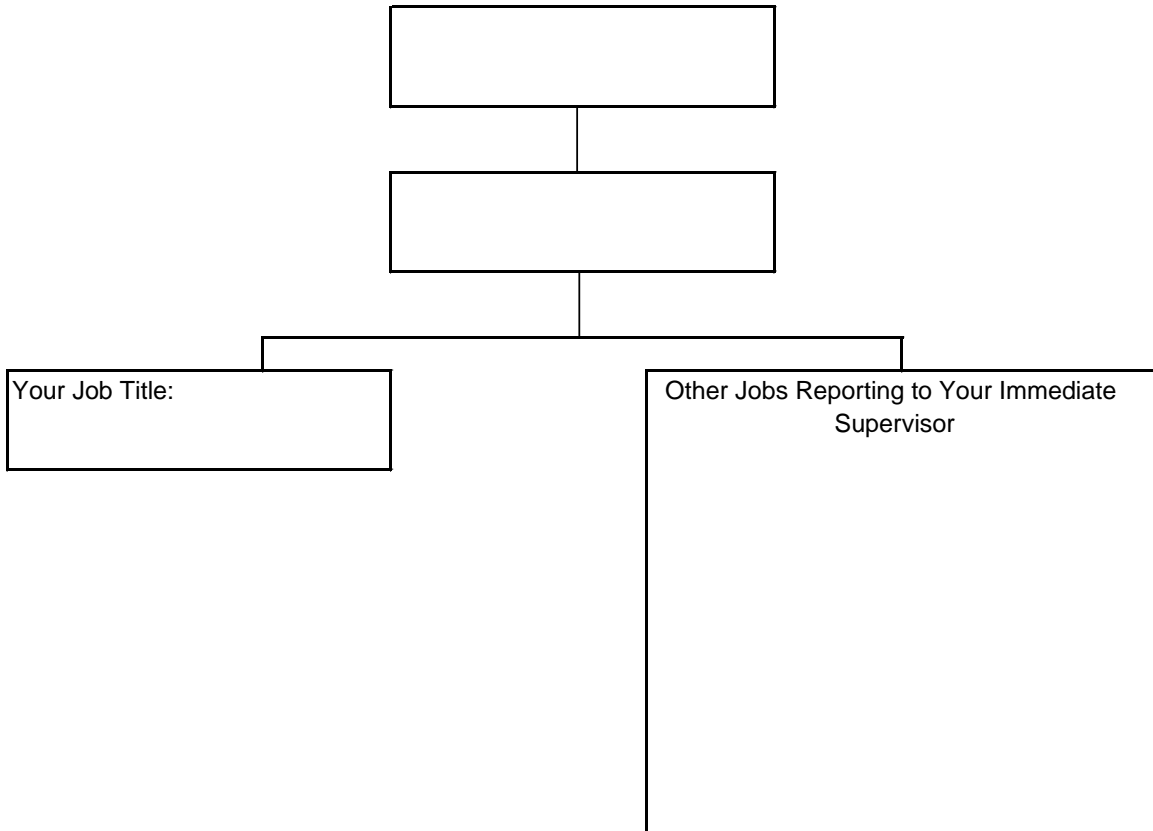
Number of positions supervised:

Exempt	
Non-Exempt	

Total Operating Budget:

Revenue	
Expenses	
Direct or Indirect Impact	

Organization:



Titles of jobs Reporting to You and Number of Incumbents

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