

County of Berks

POSITION DESCRIPTION FORM

Position Title: Office Support III (Part Time)

Department: District Justice Reports To: District Justice/
Central Arraignment Court (Title) Sp. Courts Admin.

Wage Category: Exempt Non-Exempt

EEO-1 Union
Category: Administrative Support Classification: _____

POSITION SUMMARY:

To perform secretarial and office administrative work for an individual elected District Justice, assigned senior District Justice or for the District Justice system.

POSITION RESPONSIBILITIES:

Essential Functions

1. Perform all or some case processing functions in criminal, civil, non-traffic summary and traffic cases.
2. Perform some office accounting functions.
3. Perform miscellaneous district court functions.

Non-Essential Functions

None

MINIMUM EDUCATION AND EXPERIENCE:

1. High school diploma/GED.
2. At least one course at or above high school level in each of the following: English grammar, general office practice, typing or keyboarding, bookkeeping or office accounting, and;
3. One (1) year general clerical experience.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Microsoft Word, Excel and Lotus Notes.
2. Experience with customer service.
3. Experience in multi-tasking.
4. Must possess excellent organizational skills.
5. Must perform tasks independently.

PHYSICAL DEMANDS:

Ability to sit or stand for long periods of time. Must be able to work non-traditional office hours such as second or third shift hours.

WORKING ENVIRONMENT:

Central Arraignment Court is located on the first floor of the Courthouse. Staff ranges from 1-2 persons per shift.

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
