

## LUZERNE COUNTY COURT ADMINISTRATION

### Job Description

**TITLE:** Clerk Typist II

**REPORTS TO:** District Justice/Court Administrator

**DEPARTMENT:** Luzerne County Magisterial Secretary

#### Definition:

Clerk typists perform clerical work involving the processing of documents and information requiring computer literacy. Clerical work is performed in accordance with standardized department procedures. Ability to meet deadlines is imperative. Clerk typists perform a variety of duties, including contact with other offices and/or the public to relay factual information or to explain simple procedures.

#### Duties and responsibilities:

1. Types documents such as letters and reports from handwritten draft using established department procedures.
2. Type information found in one source into another to form a new product, such as information from a file, into a form or onto the computer.
3. Files and retrieves materials by sorting and storing documents alphabetically, numerically, chronologically or using similar methods.
4. Logs or records events and transactions such as payments, bank deposits, applications, telephone messages and hearing dates.
5. Performs receptionist duties by greeting visitors, directing them and screening and routing telephone calls.
6. Prepares outgoing mail.
7. Proofreads typed documents for accuracy.
8. Collects applications and documents from the public and checks completeness and appropriateness for processing.
9. Prepares the minutes at meetings under the direction of immediate supervisor.
10. Performs routine cleaning and maintenance of office equipment and work area.
11. Performs other duties as directed by superiors.

**Qualifications:** Excellent communications skills, ability to work independently, strong organizational skills and attention to detail. Word processing skills (WordPerfect and Word)

**Minimum Education and Experience:**

High School Diploma

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