



## JOB DESCRIPTION

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**JOB TITLE:** Deputy II

**DEPARTMENT:** Potter County Prothonotary/Clerk of Courts/Orphans Court

**SUPERVISOR'S TITLE:** Prothonotary & Clerk of Courts

**JOB CLASS:** Non-Union

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### DEPUTY II – PROTHONOTARY/CLERK OF COURTS/Orphans Court

#### GENERAL DESCRIPTION

The Deputy II in the Prothonotary/Clerk of Courts/Orphans Court office is responsible for assisting the Prothonotary/Clerk of Courts and the First Deputy in all areas of the office. Such includes, notarizing documents, issuing marriage licenses and accepting bail bond postings, processing civil, criminal and orphans' court cases, and numerous other tasks including processing divorces.

#### ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

A Deputy II must be reliable, have organizational and data entry skills, and be fully able to fulfill responsibilities that ensure professional and efficient operations of the Prothonotary & Clerk of Courts office.

THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Maintain, docket and file computer generated and paper records pertaining to Civil, Criminal and Orphans Court proceedings and the various subsections of each division in a timely and efficient manner;
- Process and receipt moneys pertaining to said proceedings including the acceptance of bail posting;
- Issue marriage licenses;
- Acknowledge documents and take oaths;
- Process passport applications and issue marriage licenses;
- Notarize documents and take oaths;
- Perform duties on the computer, paper, and when required in the Courtroom and at times, swearing in of jurors and witnesses in court.
- Prepare monthly reports in the absence of the Prothonotary/Clerk of Courts.
- Supervise and delegate work to other employees.
- Work with the court staff and all attorneys in a courteous and friendly manner.



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GENERAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED, TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Answer telephone in a friendly and courteous manner;
- Have interactions with the public and court-related officials through face-to-face contact, telephone, and other means of communication in a friendly and courteous manner;
- Report unusual conditions or questionable matters to Supervisor;
- Obey all safety rules and regulations;
- Keep work area clean and orderly;
- Other responsibilities and/or duties as assigned or requested.

### QUALIFICATION REQUIREMENTS

KNOWLEDGE AND ABILITIES:

- Experience with the Pennsylvania court system, (AOPC-CPCMS) and legal procedures preferred;
- Experience with the Civil Division InfoCon computer system (including Orphans' Court, Adoption & Divorce filings).
- Able to operate in a responsible manner, when in the possession of confidential information;
- Ability to perform effectively a wide variety of clerical functions and in dealing with the public; Must be able to multi-task in various areas of the office;
- Ability to work independently within standard operating procedures and legal requirements;
- Ability to adapt to changes in daily office routine;
- General knowledge of computer and other various office equipment.

EXPERIENCE AND TRAINING:

- High School diploma or equivalency;
- Experience in clerical work or business school training preferred;
- Paralegal certificate if available;
- Computer literacy and keyboarding abilities;
- Effective written and verbal communication skills;
- Effective time management, organizational and problem solving skills;
- Effective interpersonal and conflict resolution skills;
- Willingness to attend trainings related to job position.

PHYSICAL REQUIREMENTS:

- Ability to lift light storage boxes (20 lbs.);
- Ability to work under and meet deadlines;
- Ability to sit for extended periods of time;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.



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### **ADDITIONAL REQUIREMENTS:**

- Possession of a valid Pennsylvania driver's license.
- Must satisfactorily pass the criminal record check and be bonded to the office holder.

**HOURS:** This is a full-time position with a 35-hour work week. Any overtime hours that may be required must be approved by the Supervisor. The normal work week is Monday through Friday from 8:30 a.m. to 4:30 p.m. with a one-hour unpaid lunch hour; however, the exact hours to be worked each week will be determined by the Supervisor with input from the employee.

**PAY RATE AND BENEFITS:** Pay rate \$14.50-\$16.50 based on experience  
Benefits are based on Personnel Policy.