



EMMY ARNETT
Prothonotary

ANGELA CRAWFORD
Chief Deputy

Crawford County Prothonotary Office

359 East Center Street
Meadville, PA 16335
814-333-7324

JOSEPH J. FERGUSON, ESQ.
814-807-1071
Solicitor

Position: Clerk Typist I

Full Time: 35 Hours per week, Monday - Friday

Rate of Pay: \$17.39 per hour, plus excellent County benefits/Retirement/14pd. Holidays

This position is in the "Court Related" bargaining unit of SEIU/PSSU Local 668

Duties: Have knowledge of the Civil Rules Procedure, experience in using Microsoft Office, Outlook, Excel and other office applications as well as working with online data base systems. Possess knowledge of all office equipment including, but not limited to: computers, multi-line telephones, scanners, fax machine, copier machines, etc. Perform general office duties including but not limited to: data entry, scanning, filing, answering multi-line telephones. Maintain office filings, record documents, manage incoming and outgoing mail/email correspondence(s).

Prepare for Court hearings and/or Civil Trials, attend hearings, take minutes, log exhibits, swear in witnesses and assist in Jury Selection. Submit monthly reports, lists and searches as assigned. Prepare invoices for costs owed and take appropriate actions for collection of delinquent fees. Competent in receiving, and receipting cash, check/money order as well as credit card payments either by phone or in person. Research older docket books, software data base systems and naturalization records. Be familiar with, navigate and generate the necessary documents from the Protection from Abuse Database.

Maintain confidentiality when working with sensitive and sealed court records. Be able to take passport photos, complete and pass an online training course to be certified by the US Department of State in order to accept passport applications.

Work on multiple assignments and projects consecutively. Facilitate and maintain a profession and positive working relationship with the Judges, Attorneys, other offices or agencies as well as the general public.

Required Qualifications:

- High school diploma/GED
- Legal Office experience is preferred

Must be able to work over 4:30 P.M. on occasions.

Interested persons need to submit their Resume and County Application by **October 21st** to:
earnett@co.crawford.pa.us or to the Crawford County Prothonotary Office, 359 East Center Street

Meadville, PA 16335.

Applications are available online at the Crawford County's website: www.crawfordcountypa.net or they may be picked up at the Human Resource Office, 903 Diamond Park, Meadville, PA 16335

Crawford County is an equal opportunity employer. Crawford County does not discriminate in employment on the basis of race, color, religion, gender (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership, in an employee organization, retaliation, parental status, military service, or other non-merit factor.