

## COUNTY OF FULTON

### JOB DESCRIPTION

**JOB TITLE:** Office Deputy I (Prothonotary, Register of Wills, Clerk of Orphans' Court, Recorder of Deeds)

**DEPARTMENT:** Prothonotary

**DIVISION:** Judicial Services and Records

**REPORTS TO:** Prothonotary

**SALARY LEVEL:** Salary Range \$12.39-\$16.86 per hour

**HOURS PER WEEK:** 35, Full-time

#### **SUMMARY**

The Prothonotary's Office is the keeper of civil records. Deputy Clerks assist in and are responsible for maintaining accurate and up-to-date records of court proceedings and documents.

#### **Communication:**

Staff members interact and communicate with judges, attorneys, and the public, providing information and assistance related to court procedures on a daily basis.

#### **Financial Transactions:**

Staff handles receipt and disbursement of funds related to court fees.

#### **General Administrative Duties:**

This includes answering phones, managing correspondence, greeting and assisting the public, filing, posting payments, composing letters/emails, photocopying, etc.

#### **Attention to Detail:**

Accuracy is crucial in handling legal documents and records.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes the following; however other duties may be assigned.

- Assists in all capacities within the Prothonotary Department including Clerk of Orphans Court, Clerk of Courts, Register of Wills, and periodically Recorder of Deeds offices.
- Performs accounting functions on a daily basis for all offices.  
This includes, balancing of the cash drawer, deposits, distributions and reports.
- Completes monthly reports showing collections, revenue and distributions among county and other agencies.
- Notary of the Court
- Receives, files, and docket all original documents in civil matters including divorce, custody, protections from abuse, eminent domain, real estate liens and judgments, etc., also includes juvenile and dependency matters, estate filings, adoption, guardianship, etc.
- Prepares and processes appeals to the Commonwealth and Superior Courts of Pennsylvania.

- Prepares and processes Marriage applications and Licenses. Maintains proper marriage application indexes.
- Prepares and processes Subpoenas
- Processes, and preserves estate-related documents, including wills and probate records, collect Pennsylvania Inheritance Tax, etc.  
Specific duties include – Examines Wills, and determines if they are proper, Administers Oaths, calculates probate and Inheritance Tax fees, prepares subpoenas and citations, determines if bond is required.
- Processes, preserves, and maintains legal matters and documents including, guardianships, adoptions, etc. for the Orphans' Court Clerk.
- Maintains legal documents including both juvenile and dependency matters.

**COMPUTER SKILLS:**

To perform this job successfully, an individual shall have excellent computer and typing skills, and have the ability to adapt to the following software: InFoCon, CPCMS, AOPC (GTS, Guardianship Tracking System) and PFAD. Excel and Microsoft Word processing software knowledge essential.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

High school diploma or general education degree (GED); Minimal of three years' experience in customer service preferred, but not required; Three years of experience preferred in the legal system and handling legal documents preferred, but not required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Basic understanding of court procedures and terminology preferred, but not required.
- Proficient Accounting/Bookkeeping skills
- Collaborating with the team to meet goals objectively.
- Strong oral and written communication skills.
- Ability to adapt to and ever-changing work environment.
- Maintaining sensitive and private information, confidentiality is essential.

- Time management, organization, and prioritization is essential to everyday tasks .

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, talk and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually minimal due to the professional business type atmosphere and the ongoing legal searching taking place.