

# COMMISSIONERS OF WAYNE COUNTY

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925 COURT STREET  
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April 20, 2015

## **Adult Probation Office – Office Clerk – Full-time opportunity is available in the Dimmick Bldg., 925 Court Street, Honesdale, PA 18431.**

The above stated position shall constitute the following:

1. Shall be a Full Time Employee: 37.5 hours per week; Non-exempt Position; Covered by Court Appointed Employees Contract.
2. Such hours shall be: Daily presence in office from 8:30 a.m. to 4:30 p.m., with a one-half hour lunch, Monday through Friday. The position requires a broad scope of office endeavor: the entering in of data into multiple software systems with a special emphasis on the Common Pleas Case Management System (CPCMS), which requires good accounting skills; good English skills, attention to detail and accuracy in data input is necessary; good organizational skills and communication skills; possess competent computer skills and typing/keyboarding are required; good interpersonal skills; good grasp and comfort with current technologies and general office software; and must be able to work independently and is trustworthy.
3. Employee is subject to both county and court policy manuals and subject to supervision by the Chief Adult Probation Officer and President Judge through court administration. Performs clerical duties as required by the Chief Adult Probation Officer and the Office Manager.
4. Starting salary is set by union contract; \$ 9.54 per hour; \$ 18,603.00 annually.
5. **Deadline for applications—May 15, 2015**, mail directly to Wayne County Adult Probation, Attention: James R. Chapman, Chief Adult Probation Officer; 925 Court Street, Honesdale, PA 18431. Including a resume and cover letter with the County application is preferred.

### Requirements of Candidate

1. High school graduate or equivalency diploma.
2. **Must** be flexible and maintain pleasant demeanor while working in a professional office setting. Position may expose candidate to delicate and emotionally troubling subject matter and involves contact with people involved in difficult personal situations that require a detached but professional persona.
3. The office does have an element of risk for personal injury due to the nature of our business—probation and parole work. However, office safety is always a priority.
4. References shall be contacted.