

COMMISSIONERS OF WAYNE COUNTY

BRIAN W. SMITH, CHAIRMAN
DAMASCUS TOWNSHIP, PA

JONATHAN A. FRITZ
HONESDALE BOROUGH, PA

WENDELL R. KAY
HONESDALE BOROUGH, PA



VICKY J. BOTJER
CHIEF CLERK

LEE C. KRAUSE
SOLICITOR

COURT HOUSE ANNEX
925 COURT STREET
HONESDALE, PA 18431
570-253-5970 EXT. 4050
FAX: 570-253-5432

May 23, 2014

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 are a plus, attention to detail and accuracy in data input is necessary; good organizational skills and communication skills; possess competent computer skills; good interpersonal skills; good grasp and comfort with current technologies of 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 the Office Manager. Both the Chief Adult Probation Officer and the Office Manager will direct your job duties. A minimum of 20 hours of training per year is required, which may be in-house and/or supported by outside providers. (All expenses are paid by the County if an outside provider is required.)
4. Starting salary \$ 9.40/hr.
5. **Deadline for applications-June 4th, 2014**, mail directly to Wayne County Adult Probation, Attention: James R. Chapman, Chief Adult Probation Officer; 925 Court Street, Honesdale, PA 18431.

Requirements of Candidate

1. High school graduate or equivalency diploma.
2. Preferred experience in an office setting to include phone skills, counter service, scheduling and receipting of payments, and conversing with clients.
3. Excellent computer skills and familiarity with computer systems and standard office software desired.
4. Must be flexible with pleasant demeanor. Position may expose candidate to delicate and emotionally troubling subject matter and involves contact with persons involved in difficult personal situations and must be able to maintain a detached but professional persona.
5. The office does have an element of risk for personal injury due to the nature of the our business—probation and parole work.

