

# COMMISSIONERS OF WAYNE COUNTY

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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 13, 2015

## **MDJ – Office Clerk –Full-time opportunity is available in MDJ 22-03-2 MDJ Mikulak– Honesdale, PA**

The above stated position shall constitute the following:

1. Shall be a Full Time Employee: 35 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 hour lunch, Monday through Friday. Required to enter data into the State Judicial Computer with accuracy and attention to detail as well as organize and care for paper filings. Basic computer skills and typing are required.
3. Employee is subject to both county and court policy manuals and subject to supervision by the MDJ and President Judge through court administration. Performs other clerical duties as required by the MDJ.
4. Starting salary \$ 9.54 per hour
5. Deadline for applications-**Noon Friday May 22, 2015**. Contact Judge Ted Mikulak or Donna Ace, Office Manager at 570-253-4560

### 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.
3. Excellent typing skills and familiar with computer systems. Basic understanding of law and legal proceedings helpful.
4. Must be flexible with personable 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.