

COMMISSIONERS OF WAYNE COUNTY

BRIAN W. SMITH, CHAIRMAN
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HONESDALE BOROUGH, PA

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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

August 12, 2016

MDJ – Office Clerk –Full-time opportunity is available in MDJ 22-3-01 MDJ Carney – Hawley, 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.
3. Employee is subject to both county and court policy manuals and subject to supervision by the MDJ and President Judge through court administration.
4. Starting salary \$9.68/hr.
5. Deadline for applications-**Rolling acceptance At 98 Main Avenue, Hawley, PA 18428 or mail to Magisterial District Court, PO Box 350, Hawley, PA 18428.**

Contact: Judge Bonnie Carney at 570-226-4981. Applications are available in the Wayne County Commissioners Office, 925 Court St., Honesdale, PA

Requirements of Candidate

1. High School Diploma or equivalent.
2. Responsibilities include; Data Entry and Case Management.
3. Duties include; Typing, Phone and Personal Contact with case participants, scheduling with Law Enforcement and Attorney's, Receipting, Reports.

The applicant must have office experience, as well as moderate computer knowledge. Training will be provided on the State Computer System as well as the processing of the Court Records. The applicant must have good communication skills, as well, a personable demeanor. Position may expose candidate to delicate and emotionally troubling subject matter and involves contact with persons involved in difficult personal situations, requiring competent, professional assistance, without giving Legal Advice.