

# 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

March 8, 2017

## **Prothonotary Office Clerk –Full-time opportunity is available**

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 Related Employees Contract. Direct Supervision by the Elected Prothonotary, Edward Sandercock.
2. Such hours shall be: Daily presence in office from 8:00 a.m. to 4:30 p.m. with a one hour lunch, Monday through Friday.
3. This office handles both civil and criminal court filings and various other legal documentation/forms. This position requires a broad scope of job duties in a busy office setting. Duties to include scanning of office documentation, entering data into various computer systems, assisting in completion of marriage license and passport applications. Attention to detail, accuracy in work product and ability to adapt work schedule and work load based on daily assignments.
4. Starting salary \$ 9.68/hr. (Salary quoted at 2016 rates pending contract negotiations with AFSCME) Consideration for advanced degrees or prior/current county service may be considered. Any salary adjustments negotiated for 2017 will be paid retroactive to employees first day of work.
5. Deadline for applications-**noon Thursday March 16<sup>th</sup>, 2017** to Edward Sandercock, Prothonotary – 925 Court St., Honesdale, PA 18431. Any questions can be directed to 253-5970 ext. 4030

## Requirements of Candidate

1. High school graduate or equivalency diploma.
2. Preferred experience in an office setting to include phone skills, counter service. Excellent typing skills and familiar with computer systems.
3. Must be flexible with personable demeanor. Good organizational and communication skills