

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 1 –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 \$ 10.15/hr. Consideration for advanced degrees or prior/current county service may be considered.
5. Deadline for applications-**noon Monday October 16th, 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. Experience in a law office or work with legal documents/proceedings is preferred.
2. Experience in an office setting to include phone skills and waiting on customers/counter service. Excellent typing skills and familiar with computer systems. Must be able to multi-task and assist other co-workers with tasks as needed.
3. Must be flexible with personable demeanor. Good organizational and communication skills