SUSQUEHANNA COUNTY POSITION DESCRIPTION

TITLE: TEMPORARY CLERK

DEPARTMENT: ASSIGNED AS NEEDED

LOCATION: SUSQUEHANNA COUNTY COURTHOUSE

REPORTS TO: CHIEF CLERK

WAGE: $15.06 PER HOUR

HOURS: LESS THAN 29 HOURS PER WEEK

POSITION STATUS: PART-TIME, TEMPORARY

**General:**

The Temporary Clerk, under the administrative direction of the Chief Clerk, will be responsible for assisting with the administrative responsibilities in departments as needed.

**Minimum Requirements:**

* Education equivalent to the completion of twelfth grade, and must be able to read/write and understand the English language.
* Must have accurate computer and typing skills.
* Reliable transportation.
* Business Casual Attire.

**Work Hours Required/Availability:**

* Available to work in hours 8am-4:30pm

**Required Knowledge, Skills, and Abilities:**

* The ability to work well as a team and with minimal supervision.
* The ability to follow procedures both written and verbal accurately.
* The ability to be organized, learn quickly, and retain the information learned.
* The ability to communicate with both peers and public, in person, and over the phone.

**Principal Duties and Responsibilities:**

* Many offices may request the use of the Temporary Clerk for a period of time. This can be, but is not limited to:
	+ Assisting the Treasurer’s office during peak times
	+ Assisting Voter Registration with elections
	+ General: filing, copying, telephones, faxing, prepare mailings, and other clerical duties as may be required.

**Physical Requirements:**

* Must be able to perform the duties and responsibilities of the position in a normal office environment.
* Must be able to lift up to 30lbs.

**DISCLAIMER:**

The above statements are intended to describe the general nature of and level of duties being performed by a person assigned to this position.  They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required to perform this position.

**I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF PART-TIME FILE CLERK AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature

***In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.***