



## Clerk III

Department: Adult Probation

Revised: May 1, 2025

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### **DESCRIPTION**

Work involves a variety of clerical duties that are technical in nature. Typical responsibilities may include: performing receptionist duties; assisting supervisor with a variety of administrative details; maintaining personnel, statistical, inventory, and other office records; sorting and routing office mail; developing office forms and procedures; and filing and maintaining staff appointment schedules or calendars. Clerical duties are of criminal nature with a high degree of security and confidentiality of information viewed. Responsible for processing of all case materials of clients placed on probation or parole by the court. This processing involves selecting proper forms, reviewing files for necessary documents, and preparing and routing necessary documents. Court orders and legal forms are prepared for judges' review and signatures.

### **SPECIFIC DUTIES**

- Operates computer and typewriter.
- Verbally communicates and gives/receives simple and complex instructions from department staff and public in person as well as by telephone.
- Locates and retrieves case information in office file system.
- Performs simple and complex mathematical computations.
- Inventories offices supplies and restocks.
- Maintains and reviews written indexes, logs, or other complex records systems.
- Processes documents pertaining to legal functions of the department.
- Copes with moderate to heavy stress levels
- Reads and communicates clearly with others.

### **SUPERVISORY RESPONSIBILITIES**

N/A

### **WORKING CONDITIONS**

Normal office surroundings. Subject to criminal offender population.

### **JOB REQUIRMENTS**

- High School diploma or equivalent required; formal post high-school training or associate degree in related field preferred but not required.
- Minimum of two years related experience.
- Ability to effectively operate a typewriter, word processor, data entry equipment,

and other general office equipment.

- Thorough knowledge of modern office practices and procedures.
- Thorough knowledge of the functions, procedures, organization, and governing laws and regulations of the administrative unit involved.
- Thorough knowledge of business English, spelling, punctuation, and arithmetic.
- Ability to understand and carry out moderately complex oral and written instructions and compile clear, concise routing reports with limited instruction.
- Ability to perform other tasks or office functions as assigned.
- Must submit to and pass a pre-employment drug screening and background check per County policy.

#### **LYCOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

***Note:***

***Current Lycoming County employees interested in this position should submit a cover letter and resume directly to the Chief of Adult Probation for a personal interview.***

#### **Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

#### **County of Lycoming is an Equal Opportunity Employer**