



Civil Processing Clerk

Department: Prothonotary

Revised: August 2025

DESCRIPTION

Work involves a variety of clerical duties that are technical in nature. Typical responsibilities may include performing receptionist duties, operating typewriter, personal computer, word processor, data entry equipment, or other general office equipment; sorting and routing office mail; and filing.

SPECIFIC DUTIES

- Creation of New Civil Actions in applicable Docketing Software
- Docketing of Civil Court Actions
- Processing/Distribution of Conformance Orders
- Provide Customer Service as needed (Counter/Phone)
- Process Passport Applications and Photos
- Perform Scanning of Records of needed.
- Provide Distribution of Court Actions as required
- Other Duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS

Normal office surroundings.

JOB REQUIREMENTS

- High school graduate with two (2) years related experience.
- Ability to effectively relate to and work with associates, officials, and the general public.
- Ability to type 60 wpm with no less than B accuracy.
- Ability to effectively operate a typewriter, personal computer, word processor, data entry equipment, calculator, adding machine, office supplies, copying machines and other general office equipment.
- Thorough knowledge of modern office practices and procedures.
- Thorough knowledge of the functions, procedures, organization, and regulations of the administrative unit involved.
- Thorough knowledge of business English, spelling, punctuation, and arithmetic.

- Ability to understand and carry out moderately complex and written instructions and compile clear, concise routing reports with limited instructions.
- Ability to perform other tasks or office functions as assigned.
- Must be able to pass pre-employment background check and drug screening, as required by Lycoming County.

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

This Organization Participates in E-Verify

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