



## Clerk IV

Department: Register and Recorder

Revised: May 31, 2024

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### DESCRIPTION

Performs general office duties with a high degree of proficiency, most directly related to the primary job responsibilities of adoptions and guardianships. Carries out Court specific functions requiring legal knowledge, background and experience, often exposed to sensitive material. Compiles reports and maintains records. Assigns Recorder of Deeds documents with book and page numbers. Work involves contact with the public in an informational capacity. Answers phone calls and waits on the counter. Educates and assists the general public on how to locate information in the department. Plays a compassionate role, frequently having to communicate effectively with the more disadvantaged members of the public.

### SPECIFIC DUTIES

- Answers incoming calls, at times, unrelated to Orphans' Court, but primarily related to the specialized area within the Courts dealing with adoptions and guardianships.
- Educates and assists the Public as to how to locate information, the use of Orphan's Court and Recorder of Deeds computers, the Russell Index system, marriage applications, indexes for genealogy purposes and notaries, and assists public in notarizing various documents for the public.
- Greets and assists public in a spirit of cooperativeness.
- Types correspondence necessary in communicating with the public and with the Court system.
- Coordinates required annual reports to be completed by guardians and performs docketing functions.
- Proofs scanned images and uses all office equipment in an efficient manner.
- Sends all legal notices to newspapers.
- Receives and processes all mail related to the Orphans Court and acts on it in an expedient manner to maximize service
- Must be an adept coordinator of organized systems to facilitate proper procedure in legal/court environment.
- Must be cordial and friendly, with customer service skills to best serve the public, and monitor needs on a continuous basis, always prepared to act on short notice.

## **SUPERVISORY RESPONSIBILITIES**

None

## **WORKING CONDITIONS**

Sitting and standing for periods of time. Reaching and extending arms to obtain books to photocopy. Bending over to retrieve and lifting books up to 25 pounds.

## **JOB REQUIREMENTS**

- Must be able to pass pre-employment background check and drug screening, as required by Lycoming County.
- High school graduate with 1-2 years' experience in clerical or related field.
- Ability to type a minimum of 40-50 wpm with no less than a C accuracy.
- Ability to understand and interpret complex documents of a legal nature.
- Knowledge of departmental rules, procedures and functions.
- Knowledge of general office practices and procedures.
- Ability to operate typewriter, personal computer, data entry equipment, and other general office equipment.
- Knowledge of business English, spelling, punctuation and Mathematics.
- Ability to understand and carry out oral and written instructions and compile information as assigned.
- Ability to maintain effective working relationships with associates, officials and the general public.
- Ability to perform other tasks or office functions as assigned.

## **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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