

POSTING DATE: October 14, 2015
REMOVAL DATE: October 21, 2015

POSITIONS ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Bail Clerk (Part-Time)
Office of Judicial Records - Criminal

(Open to Promotion, Transfer, and New Hires)

SALARY: \$15.08 per hour

FILING DEADLINE: Wednesday, October 21, 2015 at 4:00 pm

REQUIREMENTS:

1. High school diploma or equivalent.
2. Two years of progressively responsible work performing clerical tasks involving the distribution and reconciliation of currency.
3. Ability to deal with the public in a courteous, professional manner.
4. After meeting minimum application standards, successful completion of a written examination, evaluation and/or interview, as well as credit history and criminal history background reviews.
5. City residency required within (6) months of satisfactory completion of an employment orientation period.
6. Ability to perform the essential functions of this position.
7. The employee is expected to work shifts at various locations as required within the 24 hour, 7 days a week operation and is responsible for the daily reconciliation of their cash drawer at the end of each shift assignment.

GENERAL DEFINITION:

This work involves the acceptance and verification of funds and the preparation of documents for the release of prisoners from custody. Determination of bail status is performed by use of several computer databases, as well as telephone and fax communication with the Philadelphia Police and the Prison Staff. Bail Clerks must be able to review legal orders to determine specific conditions of release or judicial stipulations. This employee must be able to prioritize tasks and perform time-sensitive tasks that are completed in an expeditious manner. A working relationship must be maintained with multiple agencies and the public. Verbal explanations of

the bond process are provided to the public by the bail clerk, along with instructions for further steps in securing release of the defendant. Applicants must demonstrate their ability to use a personal computer to retrieve information and create a spreadsheet log using Power Point and FoxPro. Bail clerks are responsible for the accurate preparation of orders, receipts, legal forms, logs, deposit slips and detection of counterfeit money.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive, other duties may be required and assigned.

- Stands at a receiving window and accepts payments from the general public for bail, Traffic Court charges, bail pieces, and non-support payments; counts cash payments;
- Compares payment to bail monies required; completes necessary "Certification of Bail and Discharge" bond to initiate release of defendant;
- Prepares and issues required fee receipts to payer; collects, when necessary, payment of fines and/or costs and prepares discharge paper required;
- Makes necessary phone calls to ascertain correct bail and location of defendant; directs surety to correct room in City Hall in order to verify real property equity; checks for correct identity of surety;
- Maintains bail log of each individual transaction on a daily basis; prepares bank deposit slips of monies received; makes daily settlement by reviewing and balancing bail log sheet with monies received;
- Uses a standard personal computer with Windows based applications.

MARGINAL FUNCTIONS:

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Some knowledge of office procedures, methods and equipment with particular reference to receiving and accounting for cash;
- Skill in eliciting and giving information clearly and concisely;
- Ability to learn, in a short period of time, procedures, policies rules and regulations of the bail bond operation;
- Ability to make cash transactions accurately and make quick and accurate arithmetic computations involved in bail procedure, and;
- Ability to establish and maintain effective working relationships with associates and the general public.

The First Judicial District is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.