Posting Date: December 13, 2016
Removal Date: December 20, 2016

POSITIONS ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

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

(Open to Promotion, Transfer, and New Hires)

SALARY: $15.08 per hour

REQUIREMENTS:

1. High school diploma or equivalent.
2. Two years of progressively responsible work performing clerical tasks involving the collection, receipting 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 is required.
5. City residency required within six (6) months of satisfactory completion of an employment orientation period.
6. This position will require the successful candidate to work a total of four (4) shifts per week, including nights, holidays, and weekends.
7. Ability to perform the essential functions of this position.

GENERAL DEFINITION:

This is work involves acceptance of bail monies to effectuate release of prisoners from custody of law enforcement and correctional agencies. Work differs from the next lower clerical level by the degree of accountability involved in ascertaining identity of surety and defendant, amount of bail necessary for release and exact custodial location of defendant. The employee is expected to work a total of four shifts per week, including nights, holidays, and weekends. General supervision is received through daily review of previous workdays' bail log and reconciliation of cash balances. Working holidays is mandatory for an employee in this class.

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 used by the general public to make payments to the Office of Judicial Records mainly for bail, but also for Traffic Court charges, bail pieces, and non-support payments.
- Counts cash payments.
- Compares payment to bail monies required; completes necessary Certification of Bail & Discharge bond to initiate release of defendant.
- Prepares and issues required fee receipts to payor.
- Collects, when necessary, payment of fines and/or costs and prepares discharge papers required.
- Makes necessary phone calls to ascertain correct bail and location of defendant.
- Checks for correct identity of surety.
- Maintains bail log of each individual transaction on a daily basis; prepares bank deposit slips detailing monies collected.
- Makes daily settlement by reviewing and balancing bail log sheet with monies received.

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.
- 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.