

PLEASE POST !!!

**OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**14 EXHIBITS AND QUALITY ASSURANCE RECORDS RETENTION - COURTS**  
**\$19.6948/hr. – 35 HRS/WK.**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 03/17/2025

REMOVE: OPEN UNTIL FILLED

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

### CLASSIFICATION TITLE: Exhibits and Quality Assurance Records Retention

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#### PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide quality assurance screening for all exhibits submitted of record in Court proceedings. Duties and responsibilities include, but are not limited to: use of an electronic recording system to review/export annotated exhibits; visually evaluate all electronic (audio and digital) submissions for clarity and accuracy; scanning and saving of any paper exhibit submissions; verify the accuracy of all evidence submissions; upload, organize, and preserve all exhibits pursuant to state and local rules; prepare requested exhibits for a certified court reporter/recorder or filing office for transcription preparation; review records for records retention and destruction pursuant to state and local rules; prepare records destruction logs for approval; assist the presiding judge and parties with use of the courtroom electronic systems (document projectors, video presentations, hearing assistive devices, etc.); and other duties as required. This position reports to the Deputy Court Administrator, as the designee of the District Court Administrator.

#### 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 by the Deputy Court Administrator, the District Court Administrator the President Judge, or designee.**

1. Verifies the quality, clarity, and accuracy of all exhibit submissions for scanning and electronic storage and preservation.
2. Communicates with parties to obtain any necessary resubmissions for exhibits that are missing or do not meet the Court's minimum standards.
3. Reviews and exports exhibits annotated during Court proceedings for preservation purposes in accordance with Court policy and ensures confidentiality of all evidence.
4. Electronically logs, organizes, and uploads exhibits for storage and recordkeeping pursuant to state and local rules. Verifies each exhibit that corresponds to information contained on the exhibit inventory list filed of record is accounted for and can easily be located for reference purposes.
5. In the absence of electronic exhibits, scans and digitally converts all paper evidence into a digital document for storage and preservation purposes.
6. Works directly with Court Reporting Department and Prothonotary/Clerk of Courts to ensure appropriate exhibits are provided for all transcript requests.
7. Prepares exhibits for examination upon submission of a request; forwards same to appropriate filing office.

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8. Appropriately files transcripts and exhibits to appellate courts.
  9. Reviews records for retention and destruction pursuant to state and local rules and prepares necessary destruction logs for approval and submission to the state.
  10. Maintains various files according to division or department assignment; ensures supporting documentation is present and that all information is accurate and complete; distributes to appropriate individuals and/or agencies or departments; files according to departmental filing system; updates and/or makes corrections as necessary; closes files; boxes, archives, shreds, and/or purges outdated files; maintains confidentiality of all information as required.
  11. Consults with the Deputy Court Administrator regarding equipment, software, other machinery, and supplies used in daily work assignments; identifies when equipment is not in proper working order; identifies when repairs to equipment are necessary, including minor repairs; makes recommendations regarding needed equipment, supplies, software, and repairs.
  12. Maintains reports detailing work completed and pending in accordance with Court policy and applicable Rules and law.
  13. Once exhibits are saved to the Court's internal files, coordinates the return of all electronic submission of exhibits to the respective parties in accordance with Court policy and applicable Rules and Law.
  14. Consults with the Deputy Court Administrator regarding appropriate retention and preservation practices for work product.

## **ADDITIONAL FUNCTIONS**

1. Types and prepares various correspondence including, but not limited to, letters, legal documents, memoranda, reports, and other documents; reviews information for accuracy and completeness; makes corrections and additions as needed; enters information into computer databases as necessary; maintains copies for departmental files and future reference as needed.
2. Understands and displays appropriate courtroom decorum. Communicates appropriately with court participants during proceedings.
3. Consults with the Deputy Court Administrator regarding continuing education and training needs.
4. Attends department meetings.
5. Works collaboratively with other members of the department as well as other colleagues and employees of the Court and County.
6. Appropriately directs questions and inquiries. Exhibits collegial working relationship with court participants.
7. Exhibits willingness and ability to adapt to change.
8. Able to work in an environment with varying levels of authority.

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9. Able to work independently and with minimal supervision; able to exercise discretion and exhibit problem-solving skills.
  10. Performs other duties as assigned by the Deputy Court Administrator, District Court Administrator, President Judge, or her/his designee.
  11. This position may occasionally work beyond normal business hours of 8:30AM-4:30PM due to the requirements of the court schedule.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by one (1) year of practical experience in an administrative, professional, governmental, legal, or judicial setting; or any equivalent combination of training and experience that provides the knowledge, skills, and abilities for this position. Requires an understanding of audio recording equipment, scanning technology, or the ability to quickly develop an understanding of courtroom technological equipment; and the ability to correct routine malfunctions. Requires adequate hearing acuity, ability to insist on clarity of recordings, excellent listening skills, proficiency in note taking, attention to detail, and organizational skills.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to work collaboratively and collegially with colleagues and superiors. Requires the ability to understand and navigate varying levels of authority while performing job duties.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment and machinery utilized to save, organize, and collate exhibits. Requires active and continuous monitoring, adjustment, regulation, and/or setting of multiple conditions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information. Requires an understanding of appropriate courtroom decorum including proper communication during proceedings

**Mathematical Aptitude:** Requires the ability to perform basic mathematical calculations such as addition, subtraction, multiplication and division.

**Functional Reasoning:** Requires the ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Requires the ability to exercise discretion appropriately and within the constraints of Court policy and direction from superiors and to employ problem-solving skills and techniques.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable. Requires the ability to exercise judgment to modify custom or practice to suit novel or unusual circumstances.

## **ADA COMPLIANCE**

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**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling. May involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight ( 12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.