



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: July 23, 2015

CLOSING DATE: August 6, 2015

TITLE: CLERK TYPIST II

PAY GRADE: 106

(Civil Service Class Code-Position Number; Job Title: L0032-0017; Clerk Typist 2)

BARGAINING UNIT: AFSCME C/T

DEPT: Human Services/OCY-CCIS

(SENIORITY POSITION: YES)

155 W. 8th St., Erie, PA 16501

**ENTRY RATE: \$9.97/hour \$19,442/annual - Minimum
\$17.55/hour \$34,223/annual - Maximum**

**HOURS PER WEEK: 37.5
Mon-Fri, 8:30 a.m. to 5:00 p.m.**

*****THIS IS A REGULAR, FULL-TIME, CIVIL SERVICE POSITION*****

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position should submit a County Employment Application, Bid Form and Resume stating their qualifications to: Human Resources Dept., Erie County Court House, 140 West Sixth Street, Suite 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm. **Application materials must be received by or postmarked on or before: Thursday, August 6, 2015.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE FOUND BY GOING TO THE www.eriecountypa.gov WEB ADDRESS AND SELECTING THE "VIEW JOB POSTINGS" LINK ON THE HOME PAGE. COMPLETED FORMS CAN EITHER BE HAND DELIVERED OR MAILED TO THE HUMAN RESOURCES DEPT. ADDRESS LISTED ABOVE, OR, FAXED TO HUMAN RESOURCES @ (814) 451-6484.

Inquiries related specifically to job duties may be directed to Betsy Blore @ (814) 451-7786. All other inquiries may be directed to Jaynette Simmons @ (814) 451-6852.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. IF YOU ARE CONTACTED FOR AN INTERVIEW AND NEED ACCOMMODATIONS FOR THE INTERVIEW DUE TO A DISABILITY, PLEASE ADVISE THE INTERVIEWER OF THE ACCOMMODATIONS YOU REQUIRE WELL IN ADVANCE OF THE INTERVIEW.

ALL NEW HIRES IN THE DEPARTMENT OF HUMAN SERVICES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

All applicants must meet the Pennsylvania residency requirement and must also meet the minimum experience and training (METs) required for the job. The METs for this position are: Six months as a Clerk Typist 1 and educational development to the level of eighth grade; **OR**, Completion of a high school business curriculum which included at least one typing course; **OR**, Any equivalent combination of experience and training.

Applicant must also be either:

1. Within reach through the Rule-of-Three process on the current PA State Civil Service List of Eligibles for a Clerk Typist 2;

OR

(continued on reverse)

2. Promotable without Exam through Civil Service by currently holding regular PA State Civil Service status in the next lower class of Clerk Typist 1.

For any other classifications, a determination will be made as to whether a logical, occupational, functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for the posted position.

OR

3. Eligible for either transfer, reassignment or voluntary demotion to the Clerk Typist 2 classification.

If you do not currently hold regular, Pennsylvania Civil Service status and are not on the current Civil Service employment list, you will be ineligible for consideration for this position.

DUTIES/RESPONSIBILITIES:

This position requires excellent organizational skills, the ability to multi-task, interpersonal communication skills, the application of sound judgment, business etiquette and the ability to speak comfortably with the public.

Basic Job Duties:

- Ensures the timely mailing of redeterminations for parents and caretakers approaching the end of their current subsidized child care eligibility period.
- Responds to telephone and in-person inquiries from working parents and caretakers interested in applying for subsidized child day care services. Explains the purpose of the subsidized child care program and provides information about eligibility criteria, such as work and wage earning requirements, and income limits.
- Provides instruction on eligibility documentation requirements, answers questions, prepares and mails application packets.
- Prepares and updates correspondence and reports from hand-written drafts which includes annual provider agreement information. Properly formats memos, letters and other correspondence. Proof reads content to ensure accuracy.
- Monitors office supplies and orders as needed.
- Sorts, date-stamps and distributes daily incoming mail and faxes. Accepts and routes to the appropriate staff person hand-delivered reports and correspondence. Provides daily mail routing to main Department of Human Services building.
- Maintains a working knowledge of subsidized child care eligibility requirements, as well as a familiarization with CCIS service functions and work roles of other staff members in order to communicate accurate information to program applicants and the general public. Reads memos, letters, policy statements and procedural instructions. Attends staff meetings and training sessions as required.
- Performs other duties as assigned.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

*****This position is subject to the provisions of the AFSCME C/T Bargaining Unit contract*****