



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: August 14, 2015

CLOSING DATE: August 28, 2015

TITLE: CLERK TYPIST II

GRADE: 106

(Civil Service Class Title; Class Code-Position Number: Clerk Typist 2; L0032-0001)

BARGAINING UNIT: AFSCME C/T
(Seniority Position: YES)

DEPT: Human Services/Drug & Alcohol
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 an Erie County Employment Application and Bid Form along with a resume stating their qualifications to: Human Resources Dept., Erie County Courthouse, 140 West Sixth Street, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm. **Applications must be received by or postmarked on or before: Friday, August 28, 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 John Comstock @ 814-451-6881. 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 ERIE COUNTY DHS HIRES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

To be considered for this position, 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 combination of equivalent experience and training.

Applicant must also be **EITHER**:

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

OR

(continued on reverse)

2. Promotable without Exam (PWOE) through PA Civil Service by currently holding permanent 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. Further, certification via Civil Service would be required for a PWOE.

OR

3. Eligible for either reinstatement, transfer, reassignment or voluntary demotion to the Clerk Typist 2 classification. Applicants that fall under these recruitment methods may also be subject to Civil Service Certification.

If you do not currently hold or have not previously held permanent Pennsylvania Civil Service Status and your name is not on the current Pennsylvania Civil Service Employment List of Eligibles for a Clerk Typist 2, you will be ineligible for consideration for this position.

If you're uncertain of which recruitment method you'd fall under; what Civil Service title you currently hold; or, if you're eligible for consideration for this position, please contact Jaynette Simmons @ 814-451-6852 for that information.

DUTIES/RESPONSIBILITIES:

1. Serve as receptionist for Drug & Alcohol Case Management Department.
2. Receive and channel telephone calls, maintaining messages as needed.
3. Assist with sorting and distribution of incoming mail, fax and correspondence to appropriate staff.
4. Operate necessary equipment (copy machine, fax, postage machine and personal computer).
5. Type, proofread and distribute all correspondence, reports, etc., related to Drug and Alcohol Program.
6. Deliver and pick-up materials and correspondence from the Department of Human Services and Courthouse as needed, and drop off evening mail daily to postal service.
7. Monitor office supply needs for case management and re-order.
8. Maintain and update forms used for case management activities.
9. Maintain and update general office files and information systems following established policies and procedures. Review client data for accuracy.
10. Attend position-related training and meetings.
11. Back-up for pickup and distribution of payroll checks for Case Management Support Unit staff.
12. Check client MA and Community Care Behavioral Health (CCBH) eligibility.
13. Perform other duties as properly assigned by a supervisor or other staff in line of authority.

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