



COUNTY OF ERIE  
POSITION ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE:** August 14, 2015

**CLOSING DATE:** August 28, 2015

**COUNTY TITLE:** ADMINISTRATIVE CLERK

**PAY GRADE:** 114

(Civil Service Class Code-Position Number; Job Title: L0033-0007; Clerk Typist 3)

**BARGAINING UNIT:** AFSCME C/T  
(SENIORITY POSITION: YES)

**DEPT:** Human Services/OCY-Support  
154 W. 9<sup>th</sup> St., Erie, PA 16501

**PAY:** \$11.61/hour \$22,640/annual - Minimum  
\$20.25/hour \$39,488/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 Courthouse, 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: Friday, August 28, 2015.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE FOUND BY GOING TO THE [www.eriecountypa.gov](http://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 Michelle Sweet @ 814-451-7205. 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:**

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 2, and educational development to the level of completion of high school; **OR**, One year of progressively complex clerical typing experience and completion of high school; **OR**, Six months of moderately complex clerical typing work and completion of a post high school business curriculum; **OR**, Any equivalent experience and/or training which provided the required knowledges, skills, and abilities.

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 3.  
**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 2.

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 reinstatement, transfer, reassignment or voluntary demotion to the Clerk Typist 3 classification.

**If you do not currently hold or have not previously held regular Pennsylvania Civil Service Status and your name is not on the current Pennsylvania Civil Service Employment List for Clerk Typist 3 (Job Code – L0033), 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**

This position serves as a secretary in the Support Services Division and involves complex clerical work including typing and processing documents in a variety of functions in addition to the application of independent judgment. This position requires teamwork and the ability to develop and implement clerical procedures for the process of office activities performed. It requires the ability to organize work in a manner which ensures smooth processing and accomplishment of tasks. This position requires the ability to use discretion and judgment along with knowledge of standard office procedures, practices, conduct and actions necessary in maintaining harmonious working relationships. Knowledge of Agency policies and procedures, the process of incoming/outgoing mail, filing, business machines, software and telephone equipment is required.

Provides clerical support for internal and external customers. Develops and designs brochures, forms or manuals. Develops and maintains filing systems. Develops, prepares, distributes and completes reports. Prioritizes work and assures that deadlines are met.

Processes commerce and correspondence for the Special Purchase Day Care Program in conjunction with other divisions. Reports quarterly to Administration with statistics. Demonstrates initiative and the ability to make independent determinations regarding the maintenance of the Special Purchase Daycare Program.

Processes commerce and correspondence for the Respite Program. Ability to make independent determinations on the best possible resolution to processing problems. Demonstrates initiative and ability to make independent determinations regarding the maintenance of the Respite Program.

Compiles, develops, monitors and maintains data for all units in the Support Services Division.

Performs data entry and retrieval of information from automated information systems.

Assists with data tracking and coordination of contracted quality assurance.

Provides back up/relief coverage for the Support Services Division. Provides back up coverage for Clerk Typist 3 responsibilities when necessary. Performs other duties as assigned, which may include any tasks related to any Clerk Typist III position within the Agency.

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