

COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER



POSTING DATE: AUGUST 21, 2015

CLOSING DATE: SEPTEMBER 4, 2015

TITLE: ACCOUNT CLERK I

GRADE: 109 AC

**DEPARTMENT: FINANCE-BUREAU OF
REVENUE & TAX CLAIM**

BARGAINING UNIT: AFSCME

ENTRY RATE: \$10.59HR/\$20,650/YR

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

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.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate, plus at least 1 year bookkeeping/accounting experience; or an equivalent combination of related training and experience. Ability to type 40 words per minute. Ability to operate a calculator/keypad with a high degree of accuracy and speed. Computer software literate in Word, Excel. A basic skills assessment test of all requirements will be conducted to verify qualifications.

DEFINITION OF CLASS:

This is an entry position. Under supervision, compiles, tabulates, and posts accounting and related clerical data; prepares simple accounting and financial statements; and does related work as required.

DUTIES & RESPONSIBILITIES:

Performs clerical duties including, computer data entry, answering telephones, and preparing general correspondences. Aids in problem solving for taxpayers, governmental bodies and the public. Provides customer service on both Tax Claim and Revenue counters. Must be able to efficiently handle customer questions. Will need to prioritize duties assigned on a daily/weekly basis. Must be personally responsible for the accurate and efficient handling of all forms of payments including cash, checks, and credit cards, and must be able to reconcile daily transactions.

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 job.

KNOWLEDGE, SKILLS, & ABILITIES:

Elementary knowledge of modern accounting principles and practices. Elementary knowledge of office procedures and clerical methods. Ability to work accurately and rapidly with figures. Ability to compile simple financial data and prepare simple reports. Accuracy. Neatness of work. Integrity. Ability to operate simple office machines such as adding machines, calculators, and computers. Must be able to deal with the public efficiently. Must be computer literate (Word & Excel).