



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: February 12, 2016

CLOSING DATE: February 29, 2016

COUNTY TITLE: CLERK III (2 vacancies)

PAY GRADE: 113

(Civil Service Title; Class Code-Position Numbers: Clerk 3; L0013-0011 & L0013-0024)

BARGAINING UNIT: AFSCME C/T

DEPT: Human Services/OCY/CCIS

Seniority Position: YES

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

ENTRY RATE: \$11.40/hour, \$22,230/annual - Min

HOURS PER WEEK: 37.5

\$19.92/hour \$38,844/annual - Max

Mon – Fri, 8:30 a.m. to 5:00 p.m.

*****THESE ARE REGULAR, FULL-TIME, CIVIL SERVICE POSITIONS*****

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, Room 501, Erie, PA 16501. Apply Monday – Friday, 8:30 am – 4:00 pm. **Application materials must be received by or postmarked on or before: Monday, February 29, 2016.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov. CLICK ON THE “JOB OPPORTUNITIES” LINK TO ACCESS FORMS. COMPLETED FORMS CAN EITHER BE HAND DELIVERED OR MAILED TO THE HUMAN RESOURCES’ ADDRESS LISTED ABOVE OR FAXED TO HUMAN RESOURCES @ 814-451-6484.

Inquiries related specifically to job duties and responsibilities may be directed to Mary Schultz @ 814-451-7720 or Cindy Lewis @ 814-451-6678. 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 be: a Pennsylvania resident and meet the minimum experience and training (METs) required for the position. The METs for this job are: Six months as a Clerk 2, and education development to the level of high school; **OR**, One year of progressively complex clerical experience and completion of high school; **OR**, Six months of moderately complex clerical experience and completion of a post high school business curriculum; **OR**, Any equivalent experience and/or training which provided the required knowledges and abilities.

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 3;

OR

(continued on reverse)

- Promotable without Exam (PWOE) through Civil Service by currently holding regular PA State Civil Service status in a lower class of Clerk Typist 2;

For any other classification, 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

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

Applicants applying via the recruitment methods listed in items #2 and #3 above may require Civil Service certification before being considered qualified for the position.

If you don't currently hold or haven't previously held regular, PA Civil Service status and you aren't on the current Clerk 3 Civil Service employment list, you'll be ineligible for consideration for these positions.

DUTIES/RESPONSIBILITIES:

- Determines the financial and non-financial eligibility of parents and caretakers who apply for child care subsidies and is assigned to a caseload in either the Intake, On-going, or TANF/ Former TANF unit;
- Reviews and comprehends subsidized child care regulations established by the PA Department of Public Welfare (PA DPW);
- Understands and follows departmental communiqués, announcements, policies, and procedures pertaining to the provision of program services, as well as internal CCIS directives and communications;
- Conducts interviews, processes mail-in and on-line applications and redeterminations, calculates family income, assigns weekly co-payments, establishes child care schedules, and issues notices;
- Performs eligibility and child care enrollment functions in PELICAN Child Care Works, the department's subsidized child care program software;
- Examines submitted family information, income, employment and training documentation for suitability and completeness;
- Notifies parents/caretakers about missing or incomplete documentation and the time frame for submission to complete the application or redetermination process;
- Receives and responds to calls from parents/caretakers inquiring about their eligibility status or reporting changes in work, training or family circumstances;
- Makes collateral telephone contacts as necessary;
- Performs data entry updates to maintain case eligibility, correct enrollments, modify child care schedules and adjust co-payment;
- If assigned, performs specified child care processing functions to enable parents/caretakers receiving, or formerly receiving, benefits through the County Assistance Office to participate in work-related activities;
- Maintains required and appropriate documentation in case records;
- 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*****

STATEMENT OF EMPLOYEE BENEFITS

Average **Annual Benefits & Pension Value for: AFSCME C/T**

Single Coverage - **\$9,400**

Dependent Coverage - **\$20,900**

Average paid holidays annually – **14 days**

Average paid vacation for 1st year – **6 days (amount increases after one year of employment and caps out w/30 days @ 20 years)**

Average paid personal days annually – **5 days**

Holidays may vary by bargaining unit