



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: April 29, 2016

CLOSING DATE: May 13, 2016

TITLE: CLERK TYPIST II

PAY GRADE: 106

(Civil Service Title; Class Code-Position Number: Clerk Typist 2; L0032-4004)

BARGAINING UNIT: AFSCME C/T

DEPT: DHS–MH/ID-Health Choices

Seniority Position: YES

154 W. 9th St., Erie, PA 16501

ENTRY RATE: \$9.97/hour, \$19,442/annual - Min
\$17.55/hour \$34,223/annual - Max

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 the 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: Friday, May 13, 2016.**

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 Shelly Miller @ 814-451-7798. 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 DEPT. 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 (PA) resident and meet the minimum experience and training (METs) required for the position. The METs for this job 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.

Applicants 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

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2. Promotable without Exam (PWOE) through Civil Service by currently holding PA State Civil Service status in a next lower class;

For any next lower 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

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

Applicants applying via the recruitment methods listed in items #2 and #3 above may require Civil Service certification before being placed into this position.

If you don't currently hold Civil Service status and your name isn't on the PA Civil Service employment list for a Clerk Typist 2, you'll be ineligible for consideration for this position.

DUTIES/RESPONSIBILITIES

This position of Clerk Typist 2 serves as a secretary/receptionist/switchboard operator in the Erie County Department of Human Services. Responsibilities include projecting a positive image for the Department of Human Services, greeting and assisting visitors, answering incoming calls, taking and relaying messages, forwarding calls to the appropriate staff and placing outgoing calls for staff as requested. The position also performs a variety of clerical duties to support program staff.

The position requires teamwork and involves moderately complex clerical work including typing and processing a variety of documents in addition to the application of independent judgment. It requires the ability to organize and prioritize 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 and secretarial services. Types letters, reports, documents from handwritten draft, dictated sources or original source documents into draft or final form. Proofreads varying types of materials to insure that information is grammatically correct, complete, consistent and adheres to Agency rules and regulations. Develops and maintains filing systems. Prepares, distributes and completes reports. Prioritizes work and assures that deadlines are met.

Participates in commerce and processes correspondence for the Office of Mental Health/Intellectual Disabilities in conjunction with other divisions of the Department of Human Services.

Compiles, monitors, maintains and manages data.

Routinely performs data entry and retrieval of information from automated information systems.

Makes independent decisions concerning the process to be followed, the appropriateness of the information to be processed and the actions taken. Work is performed with considerable independence within standard operating procedures; however, detailed supervisory guidance and review is received for new or unusual situations and changes in operating procedures and policies.

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Ensures back up/relief coverage of essential duties and responsibilities.

Routinely communicates via telephone, written correspondence and email with internal and external customers, providers and other government agencies.

Provides back up/relief coverage for other Clerk Typist 2 responsibilities when necessary. Performs other duties as assigned, which may include any tasks related to any Clerk Typist 2 position within the Department of Human Services.

*****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 Clerical/Technical

Single Coverage

Dependent Coverage

\$9,400

\$20,900

(This is the amount that Erie County pays for an employee's benefits.)

*Average paid holidays annually – **14 days**

Average paid vacation for 1st year – **6 days**

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

*Holidays may vary by bargaining unit.