



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: JUNE 17, 2016

CLOSING DATE: JULY 1, 2016

TITLE: ADMINISTRATIVE SECRETARY

GRADE: 115

DEPARTMENT: PUBLIC DEFENDER

BARGAINING UNIT: AFSCME C/T

ENTRY RATE: \$11.80/HOUR, \$23,010/YEAR

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 Human Resources 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.

DEFINITION OF CLASS:

Under administrative supervision, serves as clerical support staff to two or more attorneys at the Public Defender's Office.

DUTIES & RESPONSIBILITIES:

As may be required by department head, performs any or all of the following duties:

- Maintain client confidentiality;
- Screen and assist all walk-in applicants at the Public Defender's Office, including the determination of eligibility of services;
- Assist in the preparation of legal documents including motions, petitions, orders and briefs prepared for the Court of Common Pleas and the Pennsylvania appellate courts;
- Receive and distribute incoming mail for the department, as well as processing outgoing mail;
- Support attorneys and investigative staff by typing correspondence, answering phone calls and filing and retrieving documents and information when necessary;
- Receive, record and distribute to the appropriate attorney or investigator messages, information requests and/or complaints received via phone, email or in person;
- Create case files for the attorneys;
- Schedule/confirm preliminary hearing dates for the attorneys;
- Make and schedule office appointments for the attorneys;
- Assist, as needed, the preparation of the daily Court Schedule;
- Assist Magisterial District Judge Offices and Court Administration in identifying Public Defender clients;
- Keep accurate calendars for the attorneys;
- Participate as a courier between the Department and the Court House;

Other related work as required, 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:

- Knowledge of standard office practices and procedures;
- Knowledge of business English, spelling, and arithmetic;
- Ability to learn and follow the functions, procedures and policies of the Public Defender's Office;
- Excellent people skills in dealing with clients or applicants of the office who may possess diverse issues such as mental illness, drug and/or alcohol addiction and intellectual disability. Some of these people may be active in their addiction or psychosis when he or she is in the office;
- Ability to compose a variety of memoranda or letters with only general instructions;
- Ability to work proficiently in office software programs such as WORD, EXCEL, and OUTLOOK with the ability to learn POWER POINT, LEGALEEDGE, CPCMS, INFOCON, UJSPORTAL and FMS;
- Ability to use standard office equipment including a personal computer;
- Ability to type, input data and maintain accurate records;
- Ability to exercise good judgment, courtesy, and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems;

MINIMUM REQUIREMENT/QUALIFICATIONS:

High school graduate or GED supplemented by five years of responsible secretarial experience, or equivalent combination of training and experience. Knowledge of and recent work experience with WORD, and OUTLOOK computer software programs. Ability to type minimum 60 words per minute. Prior legal secretarial work experience and working with the general public is preferred.