



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: August 12, 2016

CLOSING DATE: August 26, 2016

COUNTY TITLE: ADMINISTRATIVE ASSISTANT I
(Civil Service Title; Class Code-Position Number: Administrative Assistant 1; L0111-0004)

COUNTY PAY GRADE: A-I

BARGAINING UNIT: Non-Bargaining
(Seniority Position: No)

DEPT: HS/ELTAC/Dependent Shelter
4718 Lake Pleasant Rd., Erie, PA

PAY RATE: \$13.31/hour \$27,685/annual - Min
\$28.07/hour \$58,386/annual - Max

HOURS PER WEEK: 40.0
Mon – Fri, 8:00 a.m. – 4:00 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 an Erie County Employment Application, Bid Form and Resume stating their qualifications to the Human Resources Dept., Erie County Courthouse, 140 West Sixth Street, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm. **Applications must be received by or postmarked on or before Friday, August 26, 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 Jerry Battle @ 814-451-6191 or Scott Coughenour @ 814-451-6616. 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

Applicant must be a Pennsylvania (PA) resident and meet the Minimum Experience and Training (METs) required for the job. The METs for this position are either: Such training as may have been gained through graduation from a four year college or university; **OR**, Any equivalent combination of experience and training.

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 an Administrative Assistant 1 (Job Code: L0111);
OR
2. Promotable without Exam (PWOE) through Civil Service by currently holding regular PA State Civil Service status;
For any 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 this position.

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Applicants must also meet Civil Service Meritorious Service and Seniority criteria: Meritorious service is defined as: a) the absence of any discipline above the level of verbal reprimand during the twelve months preceding the closing date on the posting; and, b) the last due overall regular or probationary performance evaluation was higher than “unsatisfactory.” Seniority is defined as a minimum of one year in a next lower class by the closing date of the posting.

OR

3. Eligible for either reinstatement, transfer, reassignment or voluntary demotion to the Administrative Assistant 1 classification.

If you don't currently hold or haven't previously held regular Pennsylvania Civil Service Status and your name isn't on the current, Pennsylvania Civil Service Employment List for an Administrative Assistant 1 (Job Code: L0111), you'll be ineligible for consideration for this position.

FUNCTIONAL STATEMENT

This position serves as the Administrative Assistant to the Program Director of the Edmund L. Thomas Adolescent Center's (ELTAC) Dependent Shelter within the Erie County Office of Children & Youth (OCY). The employee's work location is at the Dependent Shelter facility and the employee reports directly to the Program Director of the Shelter.

DUTIES

Administrative Assistant

Prepares daily census reports and maintains statistical information for all children in placement at the ELTAC. Collects and tabulates data using a variety of source documents. Prepares monthly reports for review of Program utilization trends. Prepares quarterly and annual reports for the County of Erie and the Pennsylvania (PA) Department of Human Services (DHS). Prepares Juvenile Court Judges Commission (JCJC) monthly reports. Conducts special census studies as assigned.

Prepares bi-weekly Program payroll for submission to the County Finance Office. Involves monitoring of program staff attendance for a 14-day, 24-hour per day operation. Serves as the contact person for questions regarding payroll.

In consultation with the Program Director, arranges for schedule coverage for Juvenile Counselor staff during any type of leave. Assures adequate staff coverage for facility depending on census.

Maintains personnel and attendance records for all Program employees. Assures compliance with PA DHS regulatory requirements and County policy.

Processes all paperwork necessary to complete Civil Service surveys for per diem vacancies.

Coordinates all purchasing for the Program facility. Assures compliance with the County Purchasing Code. Researches vendors and costs applicable for purchases. Prepares County purchase requisitions. Works closely with County's Director of Purchasing as needed.

Monitors availability of supplies and initiates replenishing as needed.

Assists the Program Director in the preparation of the annual budget request. Researches expenditures to develop a historical basis for budget requests. Anticipates future needs.

Arranges for all necessary maintenance and repair of equipment and the building.

Assists the Program's attending physician and nurse with all medical reports and forms. Records dictation by the physician on medical histories and physicals and transcribes reports. Arranges for x-rays, prescriptions, blood work and other medical tests when necessary.

Coordinates petty cash disbursements. Monitors staff requests for appropriateness. Maintains a ledger of expenditures. Prepares requests for reimbursement to account to assure availability of funds.

Conducts analysis of operational procedures. Prepares reports of findings and recommendations for improvements for review by the Program Director.

Serves as the liaison with PA DHS for all routine Program and facility compliance issues. Serves as liaison with the Juvenile Court, OCY and the Department of Human Services regarding routine procedural issues.

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Secretarial

Types all reports and correspondence for Program staff. Drafts letters as assigned.

Maintains records on each client ending the Program facility. Assures compliance with PA DHS regulatory requirements. Maintains a thorough working knowledge of regulations applicable to the Juvenile Act and Center/Program policies and procedures. Alerts Program Director of any discrepancies and/or concerns.

Supervises any per diem clerical support hired with the Program. Assigns work, reviews final product for accuracy.

In the absence of the Administrative Assistant to the ELTAC's Advisory Board, serves as the recording secretary for the Board's meetings by completing the following: records and transcribes minutes, prepares agenda at the direction of the Advisory Board President, prepares notices of meetings and completes reports as needed.

In the absence of the Administrative Assistant to the ELTAC Detention Center, serves as back-up and assumes all job responsibilities.

Performs all other related duties as assigned.

*****This position is subject to the provisions of the Erie County Employee Handbook*****