



COUNTY OF ERIE  
POSITION ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE:** August 17, 2016

**CLOSING DATE:** August 31, 2016

**COUNTY TITLE:** CLERK TYPIST II

**PAY GRADE:** 106

(Civil Service Class Code-Position Number; Job Title: L0032-0007; Clerk Typist 2)

**BARGAINING UNIT:** AFSCME C/T  
(SENIORITY POSITION: YES)

**DEPT:** Human Services/OCY-Support  
154 W. 9<sup>th</sup> St., Erie, PA 16501

**PAY:** \$9.97/hour \$19,442/annual - Minimum  
\$17.55/hour \$34,223/annual - Maximum

**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: Human Resources Dept., Erie County Courthouse, 140 West Sixth Street, Suite 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm. **Application materials must be received by or postmarked on or before: Wednesday, August 31, 2016.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE FOUND BY GOING TO THE [www.eriecountypa.gov](http://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 Michelle Sweet @ (814) 451-7205. 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 meet the Pennsylvania residency requirement and must also meet the minimum experience and training (METs) required for the job. The METs for this position 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 equivalent combination of experience and training.

Applicant must also be:

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**
2. Promotable without Exam (PWOE) through Civil Service by currently holding PA State Civil Service status;

(continued on reverse)

**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.**

**OR**

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

**DUTIES**

This position of Clerk Typist 2 serves as a secretary in the Support Services Division – Clerical Unit providing support to Caseworkers. 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 Support Services Division – Clerical Unit in conjunction with other divisions.

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.

Provides back up/relief coverage of essential clerical unit duties and responsibilities including but not limited to switchboard operator, mail processing and delivery, and file room duties.

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

Track, distribute and conduct Random Moment Time Studies to staff for the purpose of Federal Funding. Retrieve necessary documentation.

Provides back up/relief coverage for the Support Services Division – Clerical Unit. Provides back up/coverage for 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 Agency.

**\*\*\*This position is subject to the provisions of the AFSCME C/T Bargaining Unit contract\*\*\***