



**COUNTY OF ERIE**  
**POSITION ANNOUNCEMENT**  
**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE: AUGUST 22, 2016**

**CLOSING DATE: SEPTEMBER 6, 2016**

**TITLE: SPECIAL PROJECT SECRETARY II**

**GRADE: 115**

**DEPARTMENT: PUBLIC HEALTH**

**BARGAINING UNIT: AFSCME Clerical/Tech.**

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

**HOURS PER WEEK: 37.5**

**Evening & weekend work may be required. Alternate work schedule will be applied. Must have use of personal vehicle.**

**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.eriecountypa.gov](http://www.eriecountypa.gov) 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.**

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**DEFINITION OF CLASS:**

This position is specialized secretarial/computer work in the field of Public Health. The employee must be able to work with considerable independence and initiative within the outlined projects. Work is assigned and reviewed by a public health professional through regular meetings. May direct lower grade clerical employees assisting on more routine duties.

**DUTIES & RESPONSIBILITIES:**

- Maintains budget records using various software programs for departmental bureaus and/or accounts, including but not limited to: assigning, posting and tracking expenditures for reimbursement(s); generating invoices to clientele and funding source(s); tracking payments and pursuing unpaid/outstanding reimbursements; issuing licenses, permits, certificates, and billing statements.
- Process financial transactions for department bureaus and/or accounts in the County of Erie Financial Management System (FMS), including but not limited to: accepting payments, receipting income, preparing deposit(s).
- Ability to prepare and/or develop formats for narrative/statistical reports, memoranda, records, tables, and charts and graphs.
- Acts as alternate courier between the Department and the Court House, performing related duties as assigned.

- Utilizes computer software application programs such as Microsoft Office, and/or applicable Ad Hoc computer programs to perform essential functions for Departmental bureaus.
- May make office management decisions on specific procedures.
- May direct lower grade clerical employees and interns.
- Maintains attendance records and time and travel records for personnel.
- Assists in gathering source material for the purpose of drafting replies to correspondence and for the preparation of such items as articles, speeches, reports, pamphlets, and newsletters.
- Composes such items as letters, agendas, meeting notices, forms, hand-outs, and pamphlets.
- Prepares typesetting and layout of articles for newsletters, manuals, and pamphlets.
- Assists at hearings, workshops, and conferences by performing such tasks as taking notes, setting up displays, and tables.
- Types, organizes and assembles quarterly reports.
- Creates maps, posters, multiple mail listings and keeps them current.
- Screens phone calls and visitors; makes and cancels appointments; receives requests for information, routes them for necessary action or supplies the information requested.
- Performs typing for projects and maintains all files relating to projects.
- May act as web editor for Departmental website, including posting articles, stats, meeting notices; making inquiries to professional and managerial staff for informational updates; additionally may act as a social media editor for web-based programs such as, but not limited to, Facebook, Twitter.
- Acts as relief personnel for customer service area.
- Communicates verbally and in writing for the purpose of resolving confidential problems within the department and with other departments to establish understanding and support of department mission.
- Fields and triages telephone calls from public routed through phone system.
- Responds to inquiries from the public often requiring direct interface with customers.
- Performs 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:**

- Considerable knowledge of business English, spelling, punctuation and arithmetic.
- Considerable knowledge of modern office practices, procedures, and equipment.
- Considerable knowledge of computer operations including familiarity with numerous software programs.
- Ability to work independently on difficult or complex clerical tasks or routine administrative tasks, applying good organizational skills.
- Ability to work proficiently in office software programs such as word processing, spreadsheets, and databases, including Microsoft Office, with ability to learn Ad Hoc programs as necessary for departmental functions.
- Ability to maintain clerical records and to prepare accurate reports.
- Ability to understand and implement accounting principles as they relate to project budgets.
- Ability to exercise good judgment, courtesy, and tact in a friendly, helpful and professional manner while working with departmental staffs, and receiving office clientele and callers, to be able to make and/or assist with proper disposition of problems.
- Ability to plan, assign, review and direct lower grade clerical employees.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to utilize personal automobile to travel to points away from the normal work location to carry out the responsibilities of the position.

#### **MINIMUM REQUIREMENTS/QUALIFICATIONS:**

High school graduate plus two years of business training including secretarial, accounting, and computer

training, plus two years of experience as a secretary/computer operator/account clerk; or an equivalent combination of related experience and training. Must have working knowledge of, and experience using, Microsoft Office applications, including: WORD, EXCEL, POWERPOINT, ONE NOTE and PUBLISHER, for budget management/accounting. Ability to type at least 60 words per minute. Successful candidate must demonstrate proficiency in Excel. Possession of a valid automobile operator's license as issued by the Commonwealth of Pennsylvania and access to a vehicle on a daily basis. A basic skills assessment test may be conducted to verify qualifications.

#### **CONDITION OF EMPLOYMENT**

The selected candidate will be **pre-employment required** to obtain, at their own expense, 3 forms of clearance, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including finger printing. **This pre-employment requirement applies to all County employees exercising their bidding/bumping rights.**