



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: September 1, 2016

CLOSING DATE: September 16, 2016

TITLE: ADMINISTRATIVE CLERK
(Civil Service Class Title; Class Code-Position Number: Clerk Typist 3; L0033-0012)

GRADE: 114

BARGAINING UNIT: AFSCME C/T
(Seniority Position: YES)

DEPT: Human Services/OCY/Fiscal
154 W. 9th St., Erie, PA 16501

ENTRY RATE: \$11.61/hour \$22,640/annual - Minimum
\$20.25/hour \$39,488/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 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 or postmarked on or before: Friday, September 16, 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 Amy Evans @ (814) 451-6655. 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 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 2, and educational development to the level of completion of high school; **OR**, One year of progressively complex clerical typing experience and completion of high school; **OR**, Six months of moderately complex clerical typing work and completion of a post high school business curriculum; **OR**, Any equivalent experience and/or training which provided the required knowledge, skills, and abilities.

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 3;
OR
2. Promotable without Exam (PWOE) through Civil Service by currently holding 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 the posted position.

OR

(continued on reverse)

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

If you do not currently hold probationary or regular Pennsylvania Civil Service (PACS) status or have not previously held regular PACS Status and your name is not on the current Pennsylvania Civil Service Employment List for a Clerk Typist 3, you will be ineligible for consideration for this position.

DUTIES

This is an administrative/fiscal support position within the Erie County Office of Children & Youth. This position is responsible for performing a wide variety of administrative, fiscal support and data processing functions, which include analyzing staff operations and procedures and gathering information. This position reports directly to the County Fiscal Officer 2.

Administrative Support to County Fiscal Officer 2

Serves as secretary to County Fiscal Officer 2. Duties include preparing and typing correspondence, fiscal reports and forms; mailing, copying, filing. Keeps statistical data of number of payables and checks processed by the Fiscal Office by month and year.

Maintains listing of all current purchase of service providers which is distributed to administrative staff and County judges. Obtains and compiles list of providers, provider address and location of services, all programs, per diem rates and Title IV-E information, reimbursement rates, and State category information. Updates the listing periodically during the fiscal year when new providers and programs are added and when other changes occur. Writes correspondence to providers to obtain required information.

Makes phone calls for missing rate information to residential providers. Writes correspondence to obtain required information from contracting providers. Composes letters to County Solicitor and County Executive regarding contracts and provider expenditures.

Carries out various research assignments, some relating to amounts paid to vendors and analyzes what clients were served.

Coordinates completion of annual purchase of service agreements with service providers as required by PA DHS regulations. Reviews correspondence sent and gathers information such as per diem rates, program descriptions, Title IV-E unallowable and other financial data necessary for renewal of current agreements and for agreements with new providers. If rate or title IV-E information isn't sent, makes phone calls to service provider to obtain necessary information. Types and mails copies of the agreements to service providers.

Coordinates the signing process of Purchase of Service Agreements with the Service Provider, Director of Contracts and Information Systems, Director of Human Services and the County Executive and County Solicitor. Distributes signed copies to appropriate parties when completed. Maintains file of all agreements, correspondence, budgets, rate information and related financial information by provider.

Assigns and supervises the mailing and filing clerical tasks to assist in the processing of the volume of contracts as needed.

Provides administrative support regarding Certificates of Compliance on residential providers. Obtains current Certificates of Compliance from residential service providers. If Certificates aren't sent by residential providers with current dates and addresses, writes letters and makes phone calls to providers to obtain these Certificates. Coordinates with staff at Juvenile Probation Office to ensure both offices have required Certificates of Compliance for Maximus auditors, Federal auditors and local auditors.

Maintains Certificates of Compliance files for residential providers. Works with external auditors regarding Contracts and Certificates of Compliance.

Coordinates with County Casework Supervisor, Planner/Information Specialist and Administrative Assistant I regarding assigning new vendor numbers for FMS for new Kinship Homes, Adoptive Homes and Bridge Homes. Assigns FMS vendor numbers with ELT staff for County vendors paid. Looks up vendor in FMS to see if there is existing number. If no number, then assigns a new vendor number.

Maintains W-9 files of 1099 providers paid by Office of Children & Youth. Organizes W-9 forms, and keeps table of W-9 vendors and Federal ID numbers. Ensures that the Social Security number of the W-9 provider is entered into that vendors Account Payable vendor number and is set up as a 1099 vendor.

Verifies Cash Receipts Deposit Batch in FMS for Bank, General Ledger account numbers, and where money received from. Then posts Batch to General Ledger. Does this as backup to County Fiscal Officer 2.

Reviews the status of the monthly Foster Care board payment process and initiates the payment process. Checks that transfers with child placement data have been completed, and then requests the foster board report each month. When this report is obtained, splits it into sections and assigns these parts to staff to have account numbers assigned, the payables numbered, and total of the batch

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computed. Assigns these batches to be entered into the FMS system for check processing to staff in the Fiscal Office. Also assigns the account numbers, numbers the payables and computes batch totals on these invoices.

Analyzes the monthly foster board payment process and revises the procedure for more timely and efficient completion of the process as necessary.

Assists with writing up clothing payables by matching up Purchase Orders with invoices, looking up the child in CAPS to determine which account number to assign to, determines amount of cost to distribute to what account code. Writes up payable and assigns correct vendor, vendor number, costs, account codes and amount of payable. Assigns this task to other staff in the Fiscal Office as needed.

Obtains Foster Board Report from IS Department, who runs the report in CAPS. Reformats the report, numbers, assigns account numbers, and calculates batch total for self-pay and private pay youth.

Tracks the Monitoring Review Tool for each residential and in-home provider.

Orders supplies and paper for the FMS green bar printer, FMS check run printers, and copiers.

Team Leader

Directs workflow within the fiscal unit. Evaluates workload and assigns Accounts Payable and General Ledger payable invoice batch entry and check runs.

Trains and directs the Accounts Payable staff on Financial Management Accounts Payable and General Ledger batch entry, check processing, check runs, 1099 vendors, shared vendors and all new and changing procedures that may occur. Oversees check runs to ensure timely and accurate completion. Resolves problems relating to Accounts Payable check runs and invoice processing.

Coordinates and implements computer support for the Department of Human Services' Fiscal Office Financial Management system between the FMS computer support staff, OCY and MH/ID computer support staff to ensure that FMS systems are installed for staff, and that FMS printer connections are working.

Coordinates the assigning of new FMS vendor numbers by maintaining log of all Accounts Payable new vendors. Establishes internal processing procedures for improving workflow in Fiscal Department regarding payables and check processing.

Financial Management System

Receives data batches for generation of computer reports and arranges them by priority for entry into the FMS computer system, based on date of checks.

Enters data batches into computerized Accounts Payable system to generate financial reports and checks processing for Children and Youth Fund and Juvenile Placement Fund. Enters account numbers, dollar amounts, dates and description, verifies that input amounts are balanced by the computer. Verifies that correct vendor is being paid. If amounts are not balanced, calculates amount on input documents to verify correctness and re-enters correct amounts. If account numbers or other data aren't accepted by the computer, returns input document to supervisor for correction or looks up correct vendor number on vendor master list and makes change. Re-enters data.

Maintains vendor records by entering new vendors and updates/name or address changes on existing vendors as needed. Enters 1099 information on vendors where needed. Generates computer reports and reviews them for completeness and accuracy of vendors, accuracy of totals and accuracy of account numbers prior to check processing. Makes corrections if necessary.

Balances Invoice Batches to Prepayment Reports and Check Registers. Executes Check Run from computer terminal, loads checks onto system printer. Prints checks. After check run is completed, runs accompanying reports to check run. Posts Accounts Payable information to General Ledger. Runs Check Register. Checks printed checks for completeness of data. Completes internal Accounts Payable log.

Enters data batches into computerized General Ledger system. Takes trial balance to ensure batch is in balance. If out of balance, finds where error is and returns batch to supervisor for correction. Re-enters batch, lists batch from computer printer and reviews for accuracy. Posts batch to General Ledger.

Provides back up to other departmental staff for accounts payable and general ledger data entry check processing and check runs.

Client Information System

Enter into CAPS all residential providers and programs, rate, IV-E information and cost centers each fiscal year. Enter CAPS account numbers into Chart of Accounts for expense postings. Enters new vendors into CAPS for expense postings.

All other duties as assigned.

*****This position is subject to the provisions of the AFSCME Bargaining Unit contract*****