



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: NOVEMBER 4, 2016

CLOSING DATE: NOVEMBER 21, 2016

TITLE: PUBLIC HEALTH RECORDS CLERK

GRADE: 109

DEPARTMENT: PUBLIC HEALTH

BARGAINING UNIT: AFSCME C/T

ENTRY RATE: \$10.59/HOUR, \$20,651/YEAR

HOURS PER WEEK: 37.5

Evening and 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 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 direct supervision a person in this class performs a variety of clerical and record keeping duties including compiling, preparing, typing, organizing, filing, and summarizing of confidential Public Health and other related records, data and reports.

DUTIES & RESPONSIBILITIES:

Types letters, tables, reports, forms, memoranda and other given material. Prepares and maintains records and reports for clinic operations. Summarizes clinic activities for the department. Maintains accurate files of public health and other related records. Assists with keeping accurate inventory of medical supplies and vaccines. Transcribes dictation for public health records usually requiring considerable knowledge of technical/medical terminology. Receives monies and records various accounts of revenues, expenditures, assets and inventories. Required to attend clinics in out-lying county areas to register clients and assist medical personnel in the clinic. Performs other related duties as required by the Department.

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 office and clerical practices and procedures. Ability to type and maintain records with accuracy. Ability to operate office equipment including a dictaphone and computer terminal. Knowledge of computer and word processing. Ability to establish and maintain effective working relationships with other employees and the public. Working knowledge of medical terminology.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate or GED equivalent with 2 years' experience in general clerical/secretarial duties. A working knowledge of medical terminology. Ability to type at least 50 words per minute. Ability to obtain appropriate transportation necessary to perform the duties of the position.

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 bumping rights.