



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: October 21, 2016

CLOSING DATE: November 4, 2016

TITLE: ACCOUNT CLERK II
(Civil Service Class Title; Class Code-Position Number: Clerk Typist 2; L0032-0032)

GRADE: 113

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

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

ENTRY RATE: \$11.40/hour \$22,230/annual - Minimum
\$19.92/hour \$38,844/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 by or postmarked on or before: Friday, November 4, 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 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 combination of equivalent experience and training.

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 2;
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 2 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 2, you will be ineligible for consideration for this position.

DUTIES

This is a data processing and clerical position within the fiscal department of the Erie County Office of Children and Youth. The individual receives, reviews, and enters data into the County's computerized financial management system; runs edit reports; verifies input; and, completes check runs and general ledger reports. The individual performs data entry into the computerized client information system and provides backup to departmental staff for both systems. The individual provides clerical support to the fiscal department.

Computer Data Entry: Enter data batches into computerized accounts payable system to generate financial reports and checks processing for Children and Youth and Juvenile Placement special revenue funds. Enter vendor number, document number, account number, dollar amount, date and description for each document and verifies that input amounts are balanced by the computer. Verify that correct vendor is being paid. If document isn't in balance, calculates amounts on input documents to verify correctness and re-enters correct amounts. Return input document to supervisor to correct account numbers or other data not accepted by computer. Re-enter data. Generate edit reports and review for completeness and accuracy of documents to be paid and totals prior to check processing. Make corrections if necessary. Balance all invoice batches to prepayment report. Execute check run job from computer terminal, load checks onto system printer and activate for accompanying reports and check register. Copy the check register for distribution. Enter check run information into check number log for appropriate fund.

Review adoption subsidy computer printout report for accuracy.

Enter new vendor information into FMS and resolve discrepancies. Maintain existing vendor records for name/address changes. Back-up support for list of new vendors.

Enter data batches into computerized general ledger system. If batch is out of balance, returns batch to supervisor for correction. Enter corrections into computer batch, generates edit report and reviews for accuracy. Submit batch for computer posting.

Clerical Responsibilities: Conduct physical audit of Agency asset inventory with two other team members. Indicate any changes made on Courthouse computer report of OC&Y inventory. Write up Authorization for Asset form for disposal and transfer of items. Route forms for signatures. Maintain internal master list of all assets inventory.

Enter data into computerized client information system (CAPS) relating to placement of children in foster care and other out-of-home settings. Contact caseworkers when placement transfers are incomplete or incorrect. Resolve issues before entering placement transfer into system.

Verify meals reimbursements and report reimbursement eligibility for staff meal expenses. Review employee payment files to determine expense reimbursement amount.

Clerical Support: Provide backup in preparing checks to be mailed. Attach documentation to office copies of payables and puts checks and vendor copies into envelopes for mailing.

Assist other departmental staff with accounts payable and general ledger data entry. Assist with writing up payables for payment. Review purchase orders and original invoices from vendors, verify client information in CAPS and write up FMS accounts payable forms by calculating invoice amounts and determining correct account numbers. Resolve missing or incorrect information with supervisor.

Provide backup for data entry into CAPS of payments made for children in placement.

All other duties as assigned.

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