



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: August 7, 2015

CLOSING DATE: August 21, 2015

COUNTY TITLE: CLERK TYPIST II
(Civil Service Title; Class Code-Position Number: Clerk Typist 2; L0032-0033)

PAY GRADE: 106

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

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

ENTRY RATE: \$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. – 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 an Erie County Employment Application, Bid Form and Resume stating their qualifications to the Human Resources Dept., Erie County Courthouse, 140 West Sixth Street, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 a.m. - 4:00 p.m. **Applications must be received by or postmarked on or before Friday, August 21, 2015.**

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 Pam Brady @ (814) 451-7793. 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 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

(continued on reverse)

2. Promotable without Exam (PWOE) through Civil Service by currently holding regular PA State Civil Service status in a next lower class;

For any next lower 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

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

Applicants applying via the recruitment methods listed in items #2 and #3 above may require Civil Service certification before being placed into this position.

If you do not currently hold or have not previously held regular Pennsylvania Civil Service 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/RESPONSIBILITIES

This position provides secretarial support services to the Intake program within the Erie County Office of Children & Youth. The program includes seven Intake Supervisors, thirty three Intake Specialists, two Social Services Aide and up to 5 student interns. In addition, this position may provide secretarial support for other departments, as needed.

This position reports directly to the Administrative Assistant in the Intake program. This position requires the application of initiative and independent judgment involving the handling of multiple types of complex and confidential material under very limited time frames. Must maintain confidentiality regarding all work-related activity.

Information System Duties: Enters, retrieves, searches, verifies and updates client data through the Child Accounting and Profile System (CAPS) on a daily basis. Reviews and verifies the accuracy of Request for Service (RFS) forms completed by Intake Specialists. Secures correct information from the Intake Specialists as needed. Enters, retrieves, searches, verifies and updates Child Protective Service Law (CPSL) data on a daily basis. Maintains data in accordance with Pennsylvania Department of Human Services (PA DHS) Regulations regarding CPSL data and CAPS policies.

General Intake Duties: Reviews, verifies accuracy and mails letters required by CPSL case-related documentation. Makes copies and files as needed. Ensures compliance with laws and regulations governing the CPSL. Maintains child abuse log. Print and label CPS photographs. Save into correct folders. Faxes copies of the CY104 to the Child Advocacy Center and Law Enforcement Agencies that have jurisdiction over specific reports of abuse. Creates a separate, confidential file for children reported for child abuse, maintaining compliance with CPSL laws and regulations. Locates CPSL files to be expunged. Type correspondence and other related information from written material or from verbal instruction. Maintains records of all families referred for evaluation of child abuse, neglect and/or dependency, in compliance with PA DHS regulations. Copies, collates, mails, faxes and distributes materials.

Program Related Duties: Meets with the Administrative Assistant on an as needed basis to receive training, information and clarification regarding program-related needs and procedures. Provides feedback and frequently recommends system changes. Evaluates and makes independent decisions regarding work, priorities on a daily basis.

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