



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: September 8, 2015

CLOSING DATE: September 22, 2015

TITLE: EXECUTIVE SECRETARY (2 vacancies)

GRADE: 111

(Civil Service Class Title; Class Code-Position Numbers: Clerk Typist 3; L0033-0001 and L0033-0005)

BARGAINING UNIT: AFSCME C/T

DEPT: Human Services/OCY/Support

(Seniority Position: YES)

154 W. 9th St., Erie, PA 16501

ENTRY RATE: \$10.99/hour \$21,431/annual - Minimum

HOURS PER WEEK: 37.5

\$19.22/hour \$37,479/annual - Maximum

Mon-Fri, 8:30 a.m. to 5:00 p.m.

*****THESE ARE PERMANENT, FULL-TIME, CIVIL SERVICE POSITIONS*****

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: Monday, September 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 Michelle Sweet @ (814) 451-7205. 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 knowledges, 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 regular PA State Civil Service status in the next lower class of Clerk Typist 2;

(continued on reverse)

For any other 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 3 classification.

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

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

This position of Clerk Typist III serves as an Executive Secretary in the Support Services Division – Clerical Unit and as a secretary for Casework Supervisors. The position requires teamwork and involves complex clerical work including typing and processing documents in a variety of functions in addition to the application of independent judgment. This position requires the ability to develop and implement clerical procedures for the process of office activities performed. Knowledge of Agency policies and procedures, the process of incoming/outgoing mail, filing, business machines, software, and telephone equipment is required.

It requires the ability to multi-task, organize, and prioritize work in a manner which ensures smooth processing and accomplishment of tasks. This position requires the ability to use discretion and judgment along with knowledge of standard office procedures, practices, conduct, and actions necessary in maintaining harmonious working relationships.

Provides clerical support for internal and external customers. Types letters, reports, documents from handwritten draft, dictated sources or original source documents into draft or final form. Proofreads varying types of materials to ensure that information is grammatically correct, complete, consistent and adheres to Agency rules and regulations. Develops and maintains filing systems. Designs brochures, forms or manuals. Prepares, distributes and completes reports. Prioritizes work and assures that deadlines are met.

Participates in commerce and processes correspondence for the Support Services Division – Clerical Unit in conjunction with other divisions. Compiles, monitors, maintains and manages data; develops reports. Routinely performs data entry and retrieval of information from automated information systems. Assists with data tracking and coordination of services.

Makes independent decisions concerning the process to be followed, the appropriateness of the information to be processed, and the actions taken. Work is performed with considerable independence; however, changes in operational standards, procedures, and work policies are discussed in detail with the supervisor prior to implementation.

Functions as a lead worker to provide training and guidance to the clerical unit, oversees and/or provides coverage of essential clerical unit duties and responsibilities including Switchboard Operator, mail processing and delivery, typing and proofreading of Court and case management documents. Distributes and interprets work assignments, provides assistance, and reviews work of the unit for adherence to processing standards.

Routinely communicates via telephone, written correspondence, and email with internal and external customers, resource families, providers and other government agencies.

Conducts Random Moment Time Studies (RMTS) for the purpose of Federal Funding. Tracks and distributes RMTS assignments to the clerical staff.

Provides back up/relief coverage for the Support Services Division – Clerical Unit. Provides back up/relief coverage for Clerk Typist 3 responsibilities when necessary. Performs other duties as assigned, which may include any tasks related to any Clerk Typist 3 position within the Agency.

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