



COUNTY OF ERIE  
POSITION ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE:** September 11, 2015

**CLOSING DATE:** September 25, 2015

**TITLE:** ADMINISTRATIVE ASSISTANT II

**GRADE:** A-II

(Civil Service Class Title; Class Code-Position Number: Administrative Assistant 2; L0112-0001)

**BARGAINING UNIT:** Non-Bargaining  
(Seniority Position: NO)

**DEPT:** Dept. of Human Services/MHID  
DHS Bldg., 154 W. 9<sup>th</sup> St., Erie, PA 16501

**ENTRY RATE:** \$14.63/hour \$28,529/annual - Minimum  
\$30.82/hour \$60,099/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: Human Resources, Erie County Court House, 140 West Sixth Street, Suite 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 25, 2015.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountypa.gov](http://www.eriecountypa.gov) AND CLICKING ON "VIEW JOB POSTINGS." COMPLETED FORMS CAN EITHER BE HAND DELIVERED OR MAILED TO THE HUMAN RESOURCES DEPT. AT THE ABOVE ADDRESS, OR, FAXED TO HUMAN RESOURCES @ 814-451-6484.

*Inquiries related specifically to job duties may be directed to LeeAnn Twidle @ 814-451-6848. 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 COUNTY DHS HIRES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CHILD ABUSE AND CRIMINAL HISTORY CLEARANCES AND AN FBI FINGERPRINT CLEARANCE.**

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**MINIMUM REQUIREMENTS/QUALIFICATIONS**

All applicants must be a Pennsylvania resident in addition to meeting the minimum experience and training (METs) required for the job. The METs for this position are either: One year of experience as a staff assistant to an administrative officer or as a technician in a staff service of a large organization; and such training as may have been gained through graduation from a four year college or university; **OR**, Any equivalent combination of 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 Administrative Assistant 2;  
**OR**

(continued on reverse)

2. Promotable without Exam (PWOE) through Civil Service by currently holding regular PA State Civil Service status in the next lower class of an Administrative Assistant 1. (Other job titles may be eligible via recruitment methods listed in item #3.)

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.

**Applicants must also meet Civil Service Meritorious Service and Seniority criteria:** Meritorious service is defined as, a) the absence of any discipline above the level of verbal reprimand during the twelve months preceding the closing date on the posting, and b) the last due overall regular or probationary performance evaluation was higher than “unsatisfactory.” Seniority is defined as a minimum of one year in a next lower class by the closing date of the posting.

**OR**

3. Eligible for either transfer, reassignment, reinstatement or voluntary demotion to the Administrative Assistant 2 classification.

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

*If you are uncertain of your eligibility for consideration; which recruitment method you would fall under; or, your Civil Service class title, please contact Jaynette Simmons @ (814) 451-6852.*

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1. Functions as confidential Administrative Assistant within the Department of Human Services. Prepares correspondence, schedules meetings and appointments, arranges travel and overnight lodging.
  2. Performs a variety of assignments to relieve DHS Directors and Administrators of unnecessary detail; provides accurate and current information; provides adequate clerical and office support; and, ensures that routine matters are handled promptly and efficiently and that policies and decisions are translated into appropriate action. Forwards information/emails/memos to the Offices of MHID, D&A and OCY.
  3. Establishes and maintains cooperative working relationships with various other County, State, provider and business offices; serves as liaison between the public and DHS Directors and Administrators. Represents DHS on committees as assigned.
  4. Opens and reads incoming mail to assure follow-up, proper filing, cross reference and distribution. Reviews and replies to administrative correspondence; assigns correspondence to other staff for action or for their information; and, disposes of other administrative details. Conducts follow-up to ensure appropriate actions have been taken. Approves and processes payment for travel, mileage, and vendors.
  5. Assists with coordination of annual budget refunding process and coordination of Agency contract monitoring process. Assists in the coordination of refunding and monitoring meetings, documents and submissions; and, prepares agendas and maintains files for both processes.
  6. Assists in preparation of fiscal year contracts. Maintains records of provider contracts. Responsible for coordination of contract signature process. Ensures contract signature process is complete and done in a timely manner; and, uses electronic contract tracking program.
  7. Serves as back up contact person for agencies / agency directors, DHS Advisory Board members, State officials and news media to assure calls are directed to appropriate staff. Handles requests for information.

**(continued on next page)**

8. Oversees the reporting process for Act 77 Reports to the Pennsylvania State Police. Oversees Laserfiche scanning process to ensure preservation of MHID documents. Initiates monthly Mental Health Delegate schedule ensuring adequate coverage 24 hours, 7 days a week. Oversees purchase of office equipment including fax machines, copiers, scanning equipment and furniture.
9. Gathers data and assembles statistics for use in decision making and preparation of reports.
10. Provides back up coverage as needed to the DHS Boards; assists with maintaining records; and preparation of reports of Board membership, terms, categories and committees. Provides back up coverage when necessary at DHS board meetings and Agency Directors Meetings; prepares minutes of the DHS Advisory Board meetings and Agency Directors' Meetings when necessary.
11. Schedules various meetings, prepares meeting materials and sends reminders. Maintains minutes, agendas and materials for various committees, task forces, etc.
12. Assists with Human Resource duties involved in recruiting and hiring for vacant positions, including arranging interviews, calling referrals, assisting new employee with completing paperwork. Sets up office space for new employees including phone, computer equipment, ID badge and office supplies.
13. Responsible for recruiting and filling vacant clerical positions. Arranges and conducts interviews of clerical candidates and selects new employee.
14. Supervises three Clerk Typist 2 positions. Provides initial and on-going instruction and training. Performs probationary and annual performance evaluations for clerical positions.

**\*\*\*This position is subject to the provisions of the Erie County Employee Handbook\*\*\***