



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: September 11, 2015

CLOSING DATE: September 25, 2015

TITLE: ACCOUNT CLERK I

GRADE: 109

(Civil Service Class Title; Class Code-Position Number: Clerk Typist 2; L0032-0031)

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

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

ENTRY RATE: \$10.59/hour \$20,651/annual - Minimum
\$18.55/hour \$36,173/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 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. CLICK ON "JOB OPPORTUNITIES" TO LOCATE DOCUMENTS. COMPLETED FORMS CAN EITHER BE HAND DELIVERED OR MAILED TO THE ABOVE HUMAN RESOURCES DEPT. ADDRESS, OR, FAXED TO THE HUMAN RESOURCES DEPT. @ 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 class title 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 regular PA State Civil Service status in a next lower class;

(continued on reverse)

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 is a fiscal position within the Erie County Office of Children and Youth. This position reports directly to the Fiscal Technician (Supervisory).

Posts Expenditures in CAPS Client Records

Reviews all checks written for expenditures for children in placement. Determines which expenditures need to be posted based on child's placement status. Checks for accuracy of family identification number. Separates expenditures by child. Determines what amount of incidental expenditures were spent for infant supplies, hair and skin care, and other incidental expenditures. Posts expenditures for each child by date paid and payee. Posts each expenditure under the correct expense code. Retrieves information for staff when inquiries are made.

Process Employee and Foster Parent Travel Expense Statements

Verifies mathematical accuracy. Verifies proper authorizations and budget coding by looking at established personnel roster. Updates the personnel roster as needed. Monitors travel advance payments made to employees and deducts from reimbursement requests as necessary. Maintains records to assure that mileage is paid at the correct rate of reimbursement and any adjustments are made according to Agency policy. Receives all employee mileage electronically then verifies that the mileage falls into the County's 60-day policy and that the employee mileage calculations are correct. Combines all employee mileage onto a single Excel worksheet template and submits to County Fiscal Officer 2 (CFO2) for review and submission to the County payroll office. Prepares accounts payable payment authorization form for each payable item by writing information in the appropriate spaces. Verifies expenses related to employee training sessions and submits report to CFO2.

Keeps record of taxable meal forms & produces a quarterly report in excel for submission to the County Payroll Office.

Maintains Payment Files

Separates three-part checks in numerical order and distributes copies to the County Finance and Controllers' Offices. Staples office copy to supporting invoices or other documentation. Places checks and any inserts into envelopes for mailing or for pick up or distribution as otherwise directed. Date stamps file copy of checks and documentation with perforation machine. Files check copies. Maintains old files in storeroom for use by auditors. Retrieves and re-files current and older records as requested.

Maintains Special Checking Account

Types checks from pre-approved payment authorizations or from applications for birth/death certificates.

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Reviews applications for accuracy and ensures proper documentation and/or signatures are in place as required by Department of Vital Statistics. Enters date and amount of check in the checkbook register and subtracts amount to determine new balance. Informs supervisor when funds are needed to replenish the account. Reconciles monthly account statement.

Miscellaneous

- Serves as back-up to Fiscal Technician (Supervisory).
- Pick-up and distribution of payroll checks and related computer printouts.
- Delivers and picks up interdepartmental mail from Courthouse.
- Retrieves information from CAPS as needed to verify placement status, demographics, worker assignment, adoption information, expenditure information, etc.
- Takes deposits of Agency funds to bank or Courthouse and other paperwork to maintain Agency & child accounts.
- Matches purchase orders from suspense file to department store invoices for payment and initiates FMS payable.
- Performs other related duties and special projects as requested. Runs errands as necessary.

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