



**COUNTY OF ERIE**  
**POSITION ANNOUNCEMENT**  
**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE: SEPTEMBER 18, 2015**

**CLOSING DATE: OCTOBER 2, 2015**

**TITLE: EXEC. SECRETARY/OFFICE MANAGER      GRADE: A-II**

**DEPARTMENT: JUVENILE PROBATION**

**BARGAINING UNIT: NONBARGAINING**

**ENTRY RATE: \$14.63/hour, \$28,529/annual**

**HOURS PER WEEK: 37.5**

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountygov.org](http://www.eriecountygov.org) AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN BE MAILED TO THE ABOVE ADDRESS, DROPPED OFF, OR FAXED TO 814-451-6484.

**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.**

**ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

High school or GED supplemented by 8 years of progressively responsible experience in clerical, typing or secretarial work; or an equivalent combination of related education and experience.

**DEFINITION OF CLASS:**

Acts as the personal assistant to a top-level administrator or official, transcribing dictation, verbatim discussions, preparing and typing reports on complex letters and arranging office activities. Supervises small clerical staff.

**KNOWLEDGE, SKILLS & ABILITIES:**

Thorough knowledge of modern office practices and procedures. Thorough knowledge of business English, spelling and arithmetic. Knowledge of the functions, procedures, organization, and the governing laws and regulations of the governmental unit involved. Ability to compose a variety of memoranda or letters with only general instructions. Ability to maintain complex clerical records and to prepare accurate reports. Ability to exercise good judgment, courtesy, and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems. Ability to supervise a small staff of clerical workers. Typing and computer proficiency, including Word and Excel.

**DUTIES & RESPONSIBILITIES:**

Prepares and signs the supervisor's name to correspondence, requisitions and similar papers. Maintains control over incoming and outgoing correspondence, and composes correspondence on a variety of assigned subjects. Interprets regulations according to well-defined standards, and applies rules to a variety of work situations. Screens phone calls and visitors; makes and cancels appointments. Receives complaints and requests for information and routes them for necessary action. Composes and types replies upon receipt of information. Assists supervisor in planning and analyzing special problems, and relieves him/her of administrative details.

Supervises clerical staff in office/department. Does bookkeeping for special accounts. Assists in preparation of departmental budget and maintenance of same. Performs other related duties as required.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all work requirements that may be inherent in the job.