



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: DECEMBER 29, 2015

CLOSING DATE: JANUARY 13, 2016

TITLE: ADMINISTRATIVE CLERK

GRADE: 114

DEPARTMENT: FINANCE/ASSESSMENT

BARGAINING UNIT: AFSCME Clerical/Technical

ENTRY RATE: \$11.61/hour, \$22,640/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 AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS 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.

DEFINITION OF CLASS:

Under supervision compiles, tabulates, and posts accounting and related clerical or statistical data of an advanced or difficult nature; prepares difficult accounting and financial statements and ledgers; and does related work as required. Performs a variety of duties ranging from routine to complex that relate to a wide scope of departmental functions.

DUTIES AND RESPONSIBILITIES:

Reads simple deeds, assists with appeal scheduling, exemption scheduling, appeal decision processing and exemption decision processing. Prepares narrative/statistical reports. For these narratives/statistical, develops formats when prepared format is not available. Records, reviews, processes, and enters data into the Integrated Assessment System (IAS4) computer program. Maintains millage maintenance and permit summary reports. Extensive assistance at the counter and answering phone calls for public and public officials. This work requires competency is using computer programs such as Excel, Windows, Word, and IAS computer software. Performs 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 the work requirements that may be inherent in the job.

KNOWLEDGE AND SKILLS:

Thorough knowledge of bookkeeping principles and practices. Knowledge of accounting principles and methods. Ability to work accurately and rapidly with figures. Ability to apply and adapt established methods to financial transactions. Ability to operate a calculator with accuracy and speed. Knowledge of current office computer

programs. Possess strong computer skills to work in this position. Must possess strong written and oral communication skills to work with the public

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school diploma or equivalent, plus a minimum of five years of responsible office/clerical experience, two of which must be in the bookkeeping or accounting field and three of which must be in the assessment field. The County reserves the right to establish education and training equivalencies in place of the three years of assessment experience. Experience in the Integrated Assessment System is required. Ability to type 40 words per minute with accuracy and the ability to operate a calculator with accuracy and speed.

Knowledge of computer software such as Windows, Excel, Word, the IAS system plus various current office software programs is required.

STATEMENT OF EMPLOYEE BENEFITS

Average Annual Benefits & Pension Value for:

<u>AFSCME Clerical/Technical:</u>	Single Coverage	Dependent Coverage
	\$9,400.00	\$20,900.00

*Average paid holidays annually – 14 days

*Average paid vacation for 1st year – 6 days

*Average paid personal days annually – 5 days

*Holidays may vary by bargaining unit