



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

**POSTING DATE:** JANUARY 15, 2016

**CLOSING DATE:** FEBRUARY 1, 2016

**TITLE:** RECORDS WAREHOUSE COORDINATOR

**GRADE:** T-I

**DEPARTMENT:** CLERK OF RECORDS/  
CLERK OF COURTS

**BARGAINING UNIT:** NON-BARGAINING

**ENTRY RATE:** \$10.91/HOUR, \$21,275/YEAR

**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 Human Resources 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 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.**

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**DEFINITION OF CLASS:**

This position is an entry level non-clerical position under direct supervision that will assist the Records Manager with maintenance of legal and other various County records in accordance with PA Rules of Court, Rules of the PA County Records Committee, PA Historical and the Museum Commission.

**DUTIES & RESPONSIBILITIES:**

Provide general support and assistance to the County Records Manager in the operation of the County Records Warehouse. This position reports directly to the Records Manager and ultimately to the Clerk of Records and will be added to the Clerk of Courts payroll.

The primary duties of this position include:

- Retrieving individual and boxes of files from the records warehouse to be delivered to the Courthouse and returning files to the warehouse accordingly
- Maintaining the database of records and location of files from various County departments
- Organizing files and records contained within County offices
- Maintain cleanliness within the records warehouse
- Be competent in the operation of the Total Recall records management software (training will be provided)
- Other duties as assigned by the Records Manager

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, SKILLS, & ABILITIES:**

Ability to comply with various government laws pertaining to the retention and disposition of County records. Physical ability to perform lifting tasks as to boxes of records which vary in weight (up to 50 lbs.) Basic knowledge of office equipment, including computers, copiers and fax machines. Ability to communicate and deal effectively with others. Ability to maintain confidentiality.

**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

High School degree or equivalent required. Ability to lift 50 pound boxes. Valid motor vehicle operator's license and use of personal vehicle.

**STATEMENT OF EMPLOYEE BENEFITS**

Below is the average contribution the county pays for an employee's healthcare plan:

<b>NON-BARGAINING GRADE T</b>	<b>SINGLE COVERAGE</b>	<b>DEPENDENT COVERAGE</b>
(amount corresponds with bargaining unit above)	\$10,812.00	\$22,370.00

Average paid holidays annually – **14 days**

Average paid vacation for 1<sup>st</sup> year – **6 days (amount increases after one year of employment and caps out @ 20 years)**

Average paid personal days annually – **5 days**

\*Holidays may vary by bargaining unit