



COUNTY OF ERIE  
POSITION ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE: JANUARY 13, 2016**

**CLOSING DATE: JANUARY 28, 2016**

**TITLE: ADMINISTRATIVE CLERK (2 OPENINGS) GRADE: C-II**

**DEPARTMENT: JUVENILE PROBATION**

**BARGAINING UNIT: NONBARGAINING**

**ENTRY RATE: \$10.97/hour, \$21,392/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.**

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**DEFINITION OF CLASS:**

This is varied and, at times, challenging clerical or secretarial work as decisions made are limited by established precedents and policies. The variety of the work differs among positions, but where work is more repetitive, there is added responsibility for finality of action. Until the more difficult or specialized phases of the work are learned, the employee works under relatively close supervision, but thereafter, detailed instructions are received only when changes in procedures are made. Advice is normally available relative to unusual and difficult matters.

**DUTIES & RESPONSIBILITIES:**

Transcribe dictation and written correspondence, reports or other materials usually requiring considerable knowledge of technical terminology. Type memos, court summaries, court orders regarding cases reviewing these for grammar, format, accuracy, and bringing discrepancies to the Probation Officer's attention. Process court orders according to established procedures. Screen telephone calls and visitors, handle recurring but not necessarily routine matters, and refer through proper channels those that cannot be handled. Give information on department services and functions and refer callers to appropriate offices, agencies or services if involved with the Juvenile Court system. Assist visitors in filling out forms and applications. Check in probation clients, families, victims, etc and notify the appropriate staff member of their presence. Maintain office records and files. Compile and type reports, tabulations and lists; frequently checking against a variety of records in order to secure complete and accurate information. Enter data into the Juvenile Probation case management computer system. Type and mail notices of court proceedings to clients, families, witnesses, attorneys, police officers and victims. Prepare weekly list of court hearings and distribute to necessary people. Assist in the planning and analysis of special studies of limited nature and scope. Perform other related work as required.

The above statements reflect the general details considered necessary to describe the principle 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:**

Some knowledge of good English usage and grammar is necessary as well as knowledge of modern office practices, methods and machines is needed. This person should also be aware of departmental rules and regulations. This employee must have skill in transcribing oral dictation and in typing accurately from rough draft or plan copy. He/she should have the ability to understand and follow moderately complex oral and written instructions as well as be able to compose routine letters and memoranda without dictation. These abilities are also necessary: to receive calls and make proper disposition of problems, make minor decisions in accordance with departmental precedents and regulations and to apply these to work problems. He/she should also be able to establish and maintain effective working relationships with other employees and the general public.

**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

High school diploma or GED. Two years of experience in clerical, typing or secretarial work. Successful completion of a formal training course in typing. Appropriate formal post high school secretarial training may be substituted for the required experience on a year-for-year basis. Ability to type at least sixty words per minute and proficient in Word and Excel computer applications.

**STATEMENT OF BENEFITS for:**

| <b>NON-BARGAINING GRADE C</b> | <b>SINGLE<br/>COVERAGE</b> | <b>DEPENDENT<br/>COVERAGE</b> |
|-------------------------------|----------------------------|-------------------------------|
|                               | \$9,060.00                 | \$20,620.00                   |

- \*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**