



COUNTY OF ERIE  
POSITION ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: February 12, 2016

CLOSING DATE: February 29, 2016

COUNTY TITLE: CLERK III  
(Civil Service Class Title; Class Code-Position Number: Clerk 3; L0013-0019)

PAY GRADE: 113

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

DEPT: Human Services/OCY/CCIS  
155 W. 8<sup>th</sup> St., Erie, PA 16501

ENTRY RATE: \$11.40/hour \$22,230/annual - Minimum  
\$19.92/hour \$38,844/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: 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 by or postmarked on or before: Monday, February 29, 2016.**

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](http://www.eriecountypa.gov). CLICK ON THE “JOB OPPORTUNITIES” LINK TO ACCESS FORMS. COMPLETED FORMS CAN EITHER BE HAND DELIVERED OR MAILED TO THE HUMAN RESOURCES’ ADDRESS LISTED ABOVE OR FAXED TO HUMAN RESOURCES @ 814-451-6484.

*Inquiries related specifically to job duties and responsibilities may be directed to Suzanne Sundy @ 814-451-7769. 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 DEPARTMENT OF HUMAN SERVICES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.**

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**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 job are: Six months as a Clerk 2, and education development to the level of high school; **OR**, One year of progressively complex clerical experience and completion of high school; **OR**, Six months of moderately complex clerical experience and completion of a post high school business curriculum; **OR**, Any equivalent experience and/or training which provided the required knowledges and abilities.

**Applicant must also be EITHER:**

1. Within reach through the Rule-of-Three process on the current Pennsylvania State Civil Service List of Eligibles for a Clerk 3;  
**OR**

(continued on reverse)

2. Promotable without Exam (PWOE) through Civil Service by currently holding regular PA State Civil Service status in a lower class of Clerk Typist 2;

For any other 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 or voluntary demotion to the Clerk 3 classification.

Applicants applying via the recruitment methods listed in items #2 and #3 above may require Civil Service certification before being considered qualified for the position.

If you don't currently hold or haven't previously held regular, PA Civil Service status and you aren't on the current Clerk 3 Civil Service employment list, you'll be ineligible for consideration for these positions.

**DUTIES/RESPONSIBILITIES:**

- Processes monthly provider payments by performing invoicing functions in PELICAN Child Care Works, the DPW computer information system for subsidized child care.
- Understands and follows communiques, announcements, policies and procedures pertaining to the provision of program services, as well as internal CCIS directives and communications.
- Inspects provider attendance invoices and compares reported service days and enrolled subsidy-eligible children with enrollment information maintained in PELICAN.
- Verifies that payment summaries equal approved attendance invoices prior to payment/check distribution.
- Files and maintains provider payment records and processes system generated alerts regarding payment adjustments.
- Receives telephone and fax reports from child care providers regarding delinquent co-payments and child absenteeism, generates required notices of adverse action, and updates case information if delinquency resolved or child returns to service.
- Assists in sorting and preparing attendance invoices and payment checks for batch mailings.
- Processes requests for transfer of child care provider, confirms non-delinquent co-pay status, and generates enrollment summaries.
- Communicates with providers about service issues and responds to telephone calls and walk-in inquires.
- Upon parent selection of a relative or friend/neighbor child care provider, initiates the provider agreement process by generating the CareCheck appointment letter.
- Conducts face-to-face appointments with R/F/N providers who are issued a Federal Criminal History Results Letter, examines required verification documents, and reviews provider agreement requirements.
- Enters prospective provider demographic information in PELICAN and requests, on behalf of provider, the PA State Criminal Background Check and PA Child Abuse History Clearance.
- Updates pertinent information in the PELICAN provider data base, including demographic changes and participation status.
- Enters case and provider comments in PELICAN to document case events and explain the rationale for actions taken.
- Maintains required documentation in provider agreement records.
- Performs other duties as assigned.

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.

**\*\*\*This position is subject to the provisions of the AFSCME C/T Bargaining Unit contract\*\*\***

**STATEMENT OF EMPLOYEE BENEFITS**

Average Annual Benefits & Pension Value for: AFSCME C/T

Single Coverage - \$9,400

Dependent Coverage - \$20,900

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 w/30 days @ 20 years)

Average paid personal days annually – 5 days

Holidays may vary by bargaining unit