COUNTY OF ERIE
POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: MARCH 7, 2016 **CLOSING DATE: MARCH 21, 2016**

TITLE: SPECIAL PROJECT SECRETARY II **GRADE: 115**

DEPARTMENT: PUBLIC HEALTH **BARGAINING UNIT: AFSCME Clerical/Tech.**

ENTRY RATE: $11.80/HOUR, $23,010/YEAR

HOURS PER WEEK: 37.5
Evening & weekend work may be required. Alternate work schedule will be applied. Must have use of personal vehicle. *Grant renewal anticipated. Previous Applications do not need to reapply.

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 112A, 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:

This position is specialized secretarial/computer work in the field of Public Health. The employee must be able to work with considerable independence and initiative within the outlined projects. Work is assigned and reviewed by a public health professional through regular meetings. May direct lower grade clerical employees assisting on more routine duties.

DUTIES & RESPONSIBILITIES:

- Maintains budget records using various software programs for departmental bureaus and/or accounts, including but not limited to: assigning, posting and tracking expenditures for reimbursement(s); generating invoices to clientele and funding source(s); tracking payments and pursuing unpaid/outstanding reimbursements; issuing licenses, permits, certificates, and billing statements.
- Process financial transactions for department bureaus and/or accounts in the County of Erie Financial Management System (FMS), including but not limited to: accepting payments, receipting income, preparing deposit(s).
- Ability to prepare and/or develop formats for narrative/statistical reports, memoranda, records, tables, and charts and graphs.

- Acts as alternate courier between the Department and the Court House, performing related duties as assigned.
- Utilizes computer software application programs such as Microsoft Office, and/or applicable Ad Hoc computer programs to perform essential functions for Departmental bureaus.
- May make office management decisions on specific procedures.
- May direct lower grade clerical employees and interns.
- Maintains attendance records and time and travel records for personnel.
- Assists in gathering source material for the purpose of drafting replies to correspondence and for the preparation of such items as articles, speeches, reports, pamphlets, and newsletters.
- Composes such items as letters, agendas, meeting notices, forms, hand−outs, and pamphlets.
- Prepares typesetting and layout of articles for newsletters, manuals, and pamphlets.
- Assists at hearings, workshops, and conferences by performing such tasks as taking notes, setting up displays, and tables.
- Types, organizes and assembles quarterly reports.
- Creates maps, posters, multiple mail listings and keeps them current.
- Screens phone calls and visitors; makes and cancels appointments; receives requests for information, routes them for necessary action or supplies the information requested.
- Performs typing for projects and maintains all files relating to projects.
- May act as web editor for Departmental website, including posting articles, stats, meeting notices; making inquiries to professional and managerial staff for informational updates; additionally may act as a social media editor for web-based programs such as, but not limited to, Facebook, Twitter.
- Acts as relief personnel for customer service area.
- Communicates verbally and in writing for the purpose of resolving confidential problems within the department and with other departments to establish understanding and support of department mission.
- Fields and triages telephone calls from public routed through phone system.
- Responds to inquiries from the public often requiring direct interface with customers.
- Performs other related work 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, SKILLS, & ABILITIES:

- Considerable knowledge of business English, spelling, punctuation and arithmetic.
- Considerable knowledge of modern office practices, procedures, and equipment.
- Considerable knowledge of computer operations including familiarity with numerous software programs.
- Ability to work independently on difficult or complex clerical tasks or routine administrative tasks, applying good organizational skills.
- Ability to work proficiently in office software programs such as word processing, spreadsheets, and databases, including Microsoft Office, with ability to learn Ad Hoc programs as necessary for departmental functions.
- Ability to maintain clerical records and to prepare accurate reports.
- Ability to understand and implement accounting principles as they relate to project budgets.
- Ability to exercise good judgment, courtesy, and tact in a friendly, helpful and professional manner while working with departmental staffs, and receiving office clientele and callers, to be able to make and/or assist with proper disposition of problems.
- Ability to plan, assign, review and direct lower grade clerical employees.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to utilize personal automobile to travel to points away from the normal work location to carry out the responsibilities of the position.

MINIMUM REQUIREMENTS/QUALIFICATIONS:
High school graduate plus two years of business training including secretarial, accounting, and computer training, plus two years of experience as a secretary/computer operator/account clerk; or an equivalent combination of related experience and training. Must have working knowledge of, and experience using, Microsoft Office applications, including: WORD, EXCEL, POWERPOINT, ONE NOTE and PUBLISHER, for budget management/accounting. Ability to type at least 60 words per minute. Successful candidate must demonstrate proficiency in Excel. Possession of a valid automobile operator's license as issued by the Commonwealth of Pennsylvania and access to a vehicle on a daily basis. A basic skills assessment test may be conducted to verify qualifications.

CONDITION OF EMPLOYMENT
The selected candidate will be **pre-employment required** to obtain, at their own expense, 3 forms of clearance, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including finger printing. **This pre-employment requirement applies to all County employees exercising their bidding/bumping rights.**

STATEMENT OF EMPLOYEE BENEFITS for:

AFSCME Clerical & Technical	SINGLE COVERAGE	DEPENDENT COVERAGE
	$9,400	$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**