



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: MARCH 11, 2016

CLOSING DATE: MARCH 28, 2016

TITLE: SECRETARY/ACCOUNT CLERK

GRADE: C-1

DEPARTMENT: DOMESTIC RELATIONS

BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: \$9.97/HR \$19,442/YR

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 general supervision, performs varied clerical tasks in Domestic Relations. These employees are usually given entry level responsibilities and are expected to perform the tasks at a competent level after a training period.

DUTIES & RESPONSIBILITIES:

A general knowledge of the (PACSES) Pennsylvania Child Support Enforcement System in all areas of Domestic Relations after a training period. Performs related duties as required, including the data entry and processing of documents in completing Court related forms. Maintains control over incoming and outgoing correspondence relating to specialized departments and collects data for statistical reports. Consolidates, classifies, and checks important material for completeness including but not limited to court orders, legal documents, and preparation of materials for presentation in court. Processes records and maintains files and office records.

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:

General knowledge of the screens and procedures of PACSES (Pennsylvania Child Support Enforcement System) as well as clerical processes of financials, customer service, intake, establishment, and enforcement after a training period. Capability to work independently, maintain the necessary clerical records, and assist in preparing accurate reports. Ability to exercise good judgment, courtesy, and tact while dealing with the clients, giving and obtaining information, and in making proper disposition of problems.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate or GED with course work in keyboarding and computer business software.

STATEMENT OF BENEFITS

Average Annual Benefits & Pension Value for:

| NON-BARGAINING GRADE C | SINGLE COVERAGE | DEPENDENT COVERAGE |
|------------------------|--------------------|-----------------------|
| | \$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