



COUNTY OF ERIE  
POSITION ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE: April 8, 2016**

**CLOSING DATE: April 22, 2016**

**TITLE: EXECUTIVE SECRETARY**

**PAY GRADE: 111**

**(Civil Service Title; Class Code-Position Number: Clerk Typist 3; L0033-0010)**

**BARGAINING UNIT: AFSCME C/T**

**DEPT: HS/OCY-Intake Dept.**

**Seniority Position: YES**

**154 W. 9<sup>th</sup> St., Erie, PA 16501**

**ENTRY RATE: \$10.99/hour, \$21,431/annual - Min  
\$19.22/hour \$37,479/annual - Max**

**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 the 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: Friday, April 22, 2016.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE FOUND BY GOING TO THE [www.eriecountypa.gov](http://www.eriecountypa.gov) WEB ADDRESS AND SELECTING THE "VIEW JOB POSTINGS" LINK ON THE HOME PAGE. COMPLETED FORMS CAN EITHER BE HAND DELIVERED OR MAILED TO THE HUMAN RESOURCES DEPT. ADDRESS LISTED ABOVE, OR, FAXED TO HUMAN RESOURCES @ (814) 451-6484.

*Inquiries related specifically to job duties may be directed to Pam Brady @ 814-451-7793. 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 DEPT. OF HUMAN SERVICES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.**

**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 Typist 2, and educational development to the level of completion of high school; **OR**, One year of progressively complex clerical typing experience and completion of high school; **OR**, Six Months of moderately complex clerical typing work and completion of a post high school business curriculum; **OR**, Any equivalent experience and/or training which provided the required knowledges, skills, and abilities.

**Applicants must also be EITHER:**

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

**OR**

(continued on reverse)

2. Promotable without Exam (PWOE) through Civil Service by currently holding regular or probationary PA State Civil Service status in the next lower class of either a Clerk Typist 2 or a County Social Services Aide 2; (Other job titles may be eligible via recruitment methods listed in item #3.)

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, reinstatement or voluntary demotion to the Civil Service Clerk Typist 3 classification.

Applicants applying via the recruitment methods listed in item#3 above may require Civil Service certification before being placed into this position.

**If you don't currently hold or haven't previously held regular, Pennsylvania Civil Service status and your name isn't on the current Civil Service employment list for a Clerk Typist 3, you'll be ineligible for consideration for this position.**

**DUTIES/RESPONSIBILITIES**

This position provides secretarial support services to the Intake program within the Erie County Office of Children & Youth. The program includes seven Intake Supervisors, thirty one Intake Specialists, two Social Services Aide and occasional student interns. In addition, this position may provide secretarial support for other departments, as needed.

This position reports directly to the Administrative Assistant in the Intake program. This position requires the application of initiative and independent judgment involving the handling of multiple types of complex and confidential material under very limited time frames. Must maintain confidentiality regarding all work-related activity.

**Information System Duties:** Enters, retrieves, searches, verifies and updates client data and client events through the Child Accounting and Profile System (CAPS) on a daily basis.

Utilize case assignment sheets to begin the process of MCI and CLEAN. Enter CPS victims in the Childline Abuse Log.

Verify and assign MCI number to each child referred to the Agency.

Reviews and verifies the accuracy of Request for Service (RFS) forms completed by Intake Specialists. Secures correct information from the Intake Specialists as needed.

Enters, retrieves, searches, verifies and updates Child Protective Service Law (CPSL) data on a daily basis. Maintains data in accordance with PA Department of Human Services (DHS) Regulations regarding CPSL data and CAPS policies.

Daily data entry in the Childline Abuse Log. Verifying that letters are being completed and sent on a timely basis.

Retrieves, searches, verifies and documents information found in the Commonwealth Law Enforcement Automated Network (CLEAN). Maintains required clearances to use the CLEAN system via bi-annual testing.

**(continued on next page)**

Maintains filing system for CPS records for entire Agency.

**General Intake Duties:** Reviews, verifies accuracy and mails all required CPSL case-related documentation, Supplemental Reports (CY49) and Law Enforcement Referrals (CY104's). Completes notification letters. Creates CPS and Family records. Makes copies and files as needed. Ensures compliance with laws and regulations governing the CPSL.

Faxes copies of the CY104 to the Child Advocacy Center and Law Enforcement Agencies that have jurisdiction over specific reports of abuse. Creates a separate, confidential file for children reported for child abuse, maintaining compliance with CPSL laws and regulations.

Independently identifies, locates and destroys CPSL files, which must be expunged to maintain compliance with CPSL laws and regulations.

Type correspondence and other related information from written material or from verbal instruction.

Maintains records of all families referred for evaluation of child abuse, neglect and/or dependency in compliance with PA DHS regulations.

Copies, collates, mails, faxes and distributes materials.

**Program Related Duties:** Meets with the Administrative Assistant on an as needed basis to receive training, information and clarification regarding program-related needs and procedures. Provides feedback and frequently recommends system changes.

Evaluates and makes independent decisions regarding work and priorities on a daily basis.

Recommends changes in forms, data entry procedures or other system changes to prevent inaccuracies in data base.

**\*\*\*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**

*(This is the amount the county contributes to an employee's benefits)*

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 of service)

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

E\*Holidays may vary by bargaining unit