



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: April 22, 2016

CLOSING DATE: May 6, 2016

COUNTY TITLE: CLERK TYPIST II
(Civil Service Class Title; Class Code-Position Number: Clerk 2; L0012-0001)

COUNTY PAY GRADE: 106

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

DEPT: Human Services/OCY/Support
154 W. 9th St., Erie, PA 16501

ENTRY RATE: \$9.97/hour \$19,442/annual - Minimum
\$17.55/hour \$34,223/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 an Erie County Employment Application, Bid Form and Resume stating their qualifications to the Human Resources Dept., Erie County Courthouse, 140 West Sixth Street, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 a.m. - 4:00 p.m. **Applications must be received by or postmarked on or before Friday, May 6, 2016.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE FOUND BY GOING TO THE 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 Michelle Sweet @ 814-451-7205. 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.

MINIMUM REQUIREMENTS/QUALIFICATIONS

All applicants must meet the Pennsylvania residency requirement and must also meet the minimum experience and training (METs) required for the job. The METs for this position are: Six months as a Clerk 1 and educational development to the level of the eighth grade; **OR**, Completion of a high school business curriculum; **OR**, Any equivalent experience and/or training which provided the required knowledges and skills.

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 2.

OR

(continued on reverse)

2. Promotable without Exam (PWOE) through Civil Service by currently holding PA State Civil Service status in the next lower class of Clerk 1;
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 reinstatement, transfer, reassignment or voluntary demotion to the Civil Service Clerk 2 classification.

All eligible applicants considered via the PWOE, reinstatement, transfer, reassignment or voluntary demotion recruitment methods may need to be certified by the PA State Civil Service Commission to qualify for appointment.

If you do not currently hold or have not previously held Pennsylvania Civil Service Status and your name is not currently on the PA Civil Service Employment list for a Clerk 2 (Job Code L0012), you will be ineligible for consideration for this position.

DUTIES/RESPONSIBILITIES:

This position of Clerk Typist 2 serves as a secretary in the Support Services Division – Clerical Unit providing support to caseworkers. The position requires teamwork and involves moderately complex clerical work including typing and processing a variety of documents in addition to the application of independent judgment. It requires the ability to organize and prioritize work in a manner which ensures smooth processing and accomplishment of tasks. This position requires the ability to use discretion and judgment along with knowledge of standard office procedures, practices, conduct and actions necessary in maintaining harmonious working relationships. Knowledge of Agency policies and procedures, the process of filing, business machines, software, incoming/outgoing mail and telephone equipment is required.

Files any written, faxed or electronic correspondence in the relevant file folders to ensure accurate data is available to necessary staff in a timely manner. Develops and maintains filing systems. Routinely performs data entry and retrieval of information from automated information systems. Compiles, monitor, maintains and manages data. Prioritizes work and assures that deadlines are met.

Participates in commerce and processes correspondence for the Support Services Division – Clerical Unit in conjunction with other divisions.

Provides backup/relief coverage of essential clerical unit duties and responsibilities for the Support Services Division – Clerical Unit. Provides backup/coverage for other Clerk Typist 2 responsibilities when necessary. Duties include but are not limited to switchboard operation, mail processing and delivery, and typing letters, reports, documents from handwritten draft, dictated sources or original source documents into draft or final form. Proofreads varying types of materials to ensure that information is grammatically correct, complete, consistent, and adheres to Agency rules and regulations. Prepares, distributes and completes reports.

Makes independent decisions concerning the process to be followed, the appropriateness of the information to be processed, and the actions taken. Work is performed with considerable independence within standard operating procedures; however, detailed supervisory guidance and review is received for new or unusual situations and changes in operating procedures and policies.

Routinely communicates via telephone, written correspondence and email with internal and external customers, providers and other government agencies.

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Track, distribute and conduct Random Moment Time Studies on staff for the purpose of Federal Funding. Retrieve necessary documentation.

Performs other duties as assigned, which may include any tasks related to any Clerk Typist 2 position within the Agency.

*****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 1st 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**

Holidays may vary by bargaining unit