



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: June 17, 2016

CLOSING DATE: July 1, 2016

COUNTY TITLE: ADMINISTRATIVE ASSISTANT I
(Civil Service Title; Class Code-Position Number: Administrative Assistant 1; L0111-0010)

COUNTY PAY GRADE: A-I

BARGAINING UNIT: Non-Bargaining
(Seniority Position: No)

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

PAY RATE: \$13.31/hour \$25,955/annual - Min
\$28.07/hour \$54,737/annual - Max

HOURS PER WEEK: 37.5
Mon – Fri, 8:30 a.m. – 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 am - 4:00 pm. **Applications must be received by or postmarked on or before Friday, July 1, 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 Lana Rees @ 814-451-6667. 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

Applicant must be a Pennsylvania (PA) resident and meet the Minimum Experience and Training (METs) required for the job. The METs for this position are either: Such training as may have been gained through graduation from a four year college or university; **OR**, Any equivalent combination of experience and training.

Applicant must also be EITHER:

1. Within reach through the Rule-of-Three process on the current PA State Civil Service List of Eligibles for an Administrative Assistant 1 (Job Code: L0111);
OR
2. Promotable without Exam (PWOE) through Civil Service by currently holding regular PA State Civil Service status;

(continued on reverse)

For any 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 this position.

Applicants must also meet Civil Service Meritorious Service and Seniority criteria: Meritorious service is defined as: a) the absence of any discipline above the level of verbal reprimand during the twelve months preceding the closing date on the posting; and, b) the last due overall regular or probationary performance evaluation was higher than “unsatisfactory.” Seniority is defined as a minimum of one year in a next lower class by the closing date of the posting.

OR

3. Eligible for either reinstatement, transfer, reassignment or voluntary demotion to the Administrative Assistant 1 classification.

If you don't currently hold or haven't previously held regular Pennsylvania Civil Service Status; or, your name isn't on the current, Pennsylvania Civil Service Employment List for an Administrative Assistant 1 (Job Code: L0111), you'll be ineligible for consideration for this position.

FUNCTIONAL STATEMENT

This is a beginning level staff position performing a variety of assignments for a County Children, Youth & Families Program Specialist 2 or a Children and Youth Assistant Administrator 2. Employee is responsible for performing a variety of administrative staff assignments integral to the operation of the Erie County Office of Children and Youth (ECOCY). In addition, the employee provides analysis about operations and procedures, develops and recommends reports about divisional operations, and assures positive internal staff and external customer relations, in addition to effective relationships with contracted partners and community partners.

The employee has an operational knowledge and familiarity with the following primary working units: Information Systems, Information Technology, contracting, Quality Assurance and Compliance, Erie County Juvenile Probation Office, Fiscal, purchased residential and non-residential services, the annual Needs Based Budget Plan, regional and State-level liaison, program development and implementation, various software programs, local County liaison to include the executive, judicial and legislative branches of County government, collaborative systems of care, integrated systems of care, and data retrieval.

Assignments are carried out under the supervision of the County Children, Youth & Families Program Specialist 2 or Children and Youth Assistant Administrator 2. Work is reviewed through conferences, reports, and evaluations of results obtained.

DUTIES/RESPONSIBILITIES

Reviews and processes correspondence related to administrative operations to include but not limited to scheduling daily appointments; screening phone calls; returning phone calls; arranging meetings; compiling letters, reports and e-mail messages; and, confirming meeting attendance.

Maintains and organizes paper and electronic files regarding all operations of the division as well as projects. Serves as the lead coordinator for contract development.

Assists and promotes positive relationships with clients, contracted entities, funding sources, and regulatory bodies at the local county level, regional level, and central office/State level.

Maintains positive relationships with representatives from other human service and education systems such as the Office of Mental Health/Intellectual Disabilities, Office of Drug and Alcohol, HealthChoices Program, education, juvenile justice, family centers, etc.

Conducts tasks related to review of records, archived data, ad hoc surveys, etc., in order to assure proper program development, operation, and service enhancement and coordination.

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Provides back-up to other administrative assistants within Human Services. Provide supervision to lower level clerical staff as needed.

Completes assigned projects related to divisional efficiency, operations, and appropriate technologies to assure state-of-the-art service delivery and reporting.

Performs simple surveying of clients and staff, and runs electronic and manual queries for data.

Interfaces with a variety of internal and external customers, including service providers, caseworkers, supervisors, administrators, legal staff, clinicians, government officials, representatives of community partners and integrated system providers as well as various technical service and fiscal professionals.

Provides program support for the County Children, Youth & Families Program Specialist 2 or Children and Youth Assistant Administrator 2 to include the development and maintenance of forms, charts, tables, spreadsheets and matrices, record keeping, file development and maintenance, organization, and related activities.

*****This position is subject to the provisions of the Erie County Employee Handbook*****