



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: JULY 12, 2016

CLOSING DATE: JULY 26, 2016

TITLE: ADMINISTRATIVE ASSISTANT

GRADE: A-I

DEPARTMENT: PUBLIC SAFETY

BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: \$13.31 /HOUR \$27,684/YEAR

HOURS PER WEEK: 40

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 Human Resources 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.eriecountypa.gov 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 is an entry level administrative position under minimal supervision which requires performing various administrative duties integral to the operation of the Department of Public Safety. Assignments require detailed knowledge of County and Departmental policies and procedures, and working closely with divisional operations (9-1-1, Emergency Management and Information Technology) to ensure positive internal staff relations. Work requires discretion and involves matters of a highly confidential nature. Serves as the primary public interface for the Department of Public Safety, and establishes and maintains customer-friendly, efficient and effective working relationships with the general public and community partners. This position reports directly to the Director of Public Safety.

DUTIES AND RESPONSIBILITIES:

Answers and screens telephone calls for the Department of Public Safety and other Department staff members, taking clear and concise messages when appropriate; screening, greeting and appropriately directing visitors to the Department of Public Safety. Provides clerical and administrative support for divisional operations of the department to include, but not limited to, preparing and maintaining correspondence; assisting in the preparation of press releases and distribution to local media outlets; supervising and coordinating activities of office interns; coordinating and providing tours, as necessary for educational and civic groups; scheduling daily appointments and/or meetings; developing meeting agendas and notices; maintaining committee lists and other documents and reports; attending various committee meetings during and after normal business hours, as required.

Responsible for the department's employee records to include, but not limited to, preparing and maintaining personnel authorizations; scheduling new job applicants for pre-employment testing and interview; preparing new employee orientation paperwork, processing and file creation; maintaining employee records to including hiring, disciplinary actions or termination; preparing and maintaining annual employee goals and performance

evaluations. Additional routine tasks include distribution of incoming mail; ensuring adequate office supplies for day-to-day operations; travel to the County Courthouse or other offices for the delivery of interoffice mail, if needed; posting of job announcements including updates to the bulletin board; assisting with community outreach to include social media and other traditional educational outlets, including the department's quarterly newsletter; assisting Department Managers and appropriate administration with maintaining and periodically updating department's website.

This position functions as the inventory control officer, which requires a strong degree of organizational skill. Inventory responsibilities include asset tracking, disposal, and new item intake. Ensures all required paperwork regarding inventory is tracked and properly filed. Works with Finance Department, Administrative Financial Officer, Department Managers, and Director of Public Safety to ensure inventory control procedures are properly adhered to.

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 AND ABILITIES:

Considerable knowledge of the principles and practices of public administration. Ability to exercise good judgment and discretion in applying and interpreting County and Departmental policies and procedures. Ability to establish and maintain effective working relationships with other administrative officials, other employees and the general public. Must maintain the highest level of confidentiality and integrity at all times. Must exercise good judgment, attention to detail and initiative, and utilize a customer-focused approach. Demonstrated ability to handle multiple tasks simultaneously and prioritize work assignments. Ability to comprehend rules, regulations and labor contractual language. Must have excellent communication skills to include the ability to express ideas clearly and concisely.

MINIMUM REQUIRMENTS/ QUALIFICATIONS:

High school graduate or GED, plus five (5) years of progressively responsible experience in a related field; or an equivalent combination of education and experience. Demonstrated experience in typing and computer proficiency in Microsoft Office including Outlook, Word, Excel, Access and PowerPoint. Must be able to type 50 words per minute. A basic skills assessment test will be conducted to verify qualifications.

NECESSARY SPECIAL REQUIREMENTS:

Ability to be available on a 24 hour basis and to carry a pager and/or cell phone to respond to emergencies as needed.

Provides support to Emergency Operations Center under prescribed support role during activation of Emergency Operations Center.

Must obtain NIMS Certification (IS100, IS200, IS700, IS800)

Must have use of a personal automobile and a valid Pennsylvania Driver's license.

Must agree to and pass a criminal background check conducted by the County at the County's expense prior to being hired.

Must agree that the County may conduct periodic, unscheduled blood and/or urine tests for drug and/or alcohol screening.