



COUNTY OF ERIE  
POSITION ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE: September 9, 2016**

**CLOSING DATE: September 23, 2016**

**TITLE: CLERK III**

**PAY GRADE: 113**

**(Civil Service Title; Class Code-Position Number: Clerk 3; L0013-0009)**

**BARGAINING UNIT: AFSCME C/T**

**DEPT: HS/OCY-CCIS, RCWE Bldg.**

**Seniority Position: YES**

**155 W. 8<sup>th</sup> St., Erie, PA 16501**

**ENTRY RATE: \$11.40/hour, \$22,230/annual - Min  
\$19.92/hour \$38,844/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, September 23, 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 Mary Schultz @ (814) 451-7720. 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 ERIE COUNTY DHS STAFF ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO THE RESULTS OF THEIR PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES, AND THEIR FBI FINGERPRINT CLEARANCE.**

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**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 2, and education development to the level of high school; **OR**, One year of progressively complex clerical experience and completion of high school; **OR**, Six months of moderately complex clerical experience and completion of a post high school business curriculum; **OR**, Any equivalent experience and/or training which provided the required knowledges 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 3;

**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 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 or voluntary demotion to the Clerk 3 classification.

Applicants applying via the recruitment methods listed in items #2 and #3 above may require Civil Service certification before being considered qualified for the position.

**DUTIES/RESPONSIBILITIES:**

- Determines the financial and non-financial eligibility of parents and caretakers who apply for child care subsidies and is assigned to a caseload in either the Intake, On-going, or TANF/ Former TANF unit;
- Reviews and comprehends subsidized child care regulations established by the PA Department of Human Services (PA DHS);
- Understands and follows departmental communiqués, announcements, policies and procedures pertaining to the provision of program services, as well as internal CCIS directives and communications;
- Conducts interviews, processes mail-in and on-line applications and redeterminations, calculates family income, assigns weekly co-payments, establishes child care schedules; and, issues notices;
- Performs eligibility and child care enrollment functions in PELICAN Child Care Works, the department's subsidized child care program software;
- Examines submitted family information, income, employment and training documentation for suitability and completeness;
- Notifies parents/caretakers about missing or incomplete documentation and the time frame for submission to complete the application or redetermination process;
- Receives and responds to calls from parents/caretakers inquiring about their eligibility status or reporting changes in work, training or family circumstances;
- Makes collateral telephone contacts as necessary;
- Performs data entry updates to maintain case eligibility, correct enrollments, modify child care schedules and adjust co-payment;
- If assigned, performs specified child care processing functions to enable parents/caretakers receiving, or formerly receiving, benefits through the County Assistance Office to participate in work-related activities;
- Maintains required and appropriate documentation in case records;
- Performs other duties as assigned.

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 position.

**\*\*\*This position is subject to the provisions of the AFSCME C/T Bargaining Unit contract\*\*\***