



**COUNTY OF ERIE**  
**POSITION ANNOUNCEMENT**  
**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE: JANUARY 11, 2019**

**CLOSING DATE: JANUARY 28, 2019**

**TITLE: ADMINISTRATIVE CLERK**

**GRADE: NB05**

**DEPARTMENT: ADULT PROBATION/PAROLE**

**BARGAINING UNIT: NON-BARGAINING**

**ENTRY RATE: \$12.81/HOUR \$24,980/YEAR**

**HOURS PER WEEK: 37.5**

**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 Personnel Department at the Erie County Court House - Room 501, 140 W. 6<sup>th</sup> St. Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:30 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [WWW.ERICOUNTYPA.GOV](http://WWW.ERICOUNTYPA.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.**

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**DEFINITION OF CLASS:**

Performs a variety of clerical duties, ranging from routine to complex, that relate to a wide scope of a department's functions.

**DUTIES AND RESPONSIBILITIES:**

Prepare, via typing, computer or writing, narrative/statistical reports, memoranda, records, tables and charts. This work may include arithmetic calculations, such as averages and percentages. For these narratives/statistical reports, develops formats when prepared format is not available. Develops and maintains, using computer or manual skills, narrative/statistical data banks; this work required competency in using computer programs such as Word, Windows, WordPerfect and Excel programs applicable to department activities. Maintain/updates manual. Organizes and maintains a variety of alpha/numerical files according to appropriate category. Communicates, verbally and in writing, for the purpose of exchanging information that is technical in nature and is significantly more than routine and is the critical prerequisite for establishing understanding about sensitive and departmental mission oriented issues. Prioritizes and performs related duties as may be required. Will have frequent inter and intra-departmental contacts for the purpose of exchanging routine and non-routine information and resolving medium complex problems within the department and with other departments.

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 & ABILITIES:**

Thorough knowledge of modern office practices and procedures. Thorough knowledge of business English, and spelling. Knowledge of the functions, procedures, organization and governing laws and regulations of the

governmental unit involved. Ability to compose a variety of memoranda or informational reports with only general instructions. Ability to maintain complex records and to prepare accurate reports. Ability to exercise good judgment, diplomacy, discretion, courtesy and tact in dealing with the public or inter and intra-departmental contacts. Ability to perform duties with a minimum of supervision and to exercise independent judgment in deciding how normal and routine issues are to be handled.

**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

High school diploma or the equivalent plus minimum of two years of responsible office/clerical experience. Ability to operate a computer using WordPerfect (or equivalent) software program.