



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

**POSTING DATE: FEBRUARY 8, 2019**

**CLOSING DATE: FEBRUARY 25, 2019**

**TITLE: ACCOUNT CLERK I**

**GRADE: 109**

**DEPARTMENT: FINANCE-  
REVENUE/TAX CLAIM BUREAU**

**BARGAINING UNIT: AFSCME C/T**

**ENTRY RATE: \$10.59/HR \$20,651/YR**

**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 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](http://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 position. Under supervision, compiles, tabulates, and posts accounting and related clerical data; prepares simple accounting and financial statements; processes payments and receipts via mail and front counter; responds to a variety of customers questions and inquiries; provides backup support as needed and does other related work as assigned.

**DUTIES & RESPONSIBILITIES:**

Performs general clerical duties including, computer data entry, answering telephones, waiting on customers at front counter, mail processing, and preparing general correspondences. Aids in problem solving for taxpayers, governmental bodies and elected officials, local tax collectors, and the general public. Provides customer service and backup for both Tax Claim and Revenue front counters, phones, etc. Assist with various tax sale preparation and other seasonal duties as required. Must be able to efficiently handle customer questions. Ability to prioritize duties as assigned on a daily/weekly basis. Must be personally responsible for the accurate and efficient handling of all forms of payments including cash, checks, and credit/debit cards, and reconciliation of daily transactions and receipts. Completes other duties as assigned by Department Accountant and/or Supervisor.

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:**

Elementary knowledge of modern accounting principles and practices. Elementary knowledge of office procedures and clerical methods. Ability to work accurately and rapidly with figures, cash, checks, and

debit/credit cards, incoming phone calls, etc. Ability to compile simple financial data and prepare simple reports. Accuracy. Neatness of work. Integrity. Ability to operate simple office machines such as copy, fax, adding machines/calculators, and computers. Must be able to deal with the public efficiently and accurately. Must be computer literate (Word & Excel).

**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

High school graduate, plus at least 1 year bookkeeping/accounting experience; or an equivalent combination of related training and experience. Ability to type 50 words per minute. Ability to operate a calculator/keypad with a high degree of accuracy and speed. Computer software literate in Word, Excel. A basic skills assessment test of all requirements will be conducted to verify qualifications and skills level. In order to be considered must have a passing score of at least 80% in all categories of testing.