



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: March 5, 2019

CLOSING DATE: March 19, 2019

JOB TITLE: EXECUTIVE SECRETARY

PAY GRADE: 111

BARGAINING UNIT: AFSCME C/T
(Seniority Position: Yes)

DEPT: Human Services – OCY*
154 West 9th Street
Erie, PA 16501

STARTING SALARY: \$10.99/hour \$21,431/annual

HOURS PER WEEK: 37.5
Monday – Friday, 8:30 a.m. – 5:00 p.m.

PROCEDURE TO APPLY: Please read the “How to Apply” section on the www.eriecountypa.gov website under the “View Job Postings” link below before applying.

Please submit a County Employment Application, Bid Form and Resume stating your qualifications to:
Department of Human Services, Human Resources Dept.
240 West 11th Street, Suite #120, Erie, PA 16501
Apply Monday - Friday, 8:30 am - 4:00 pm
FAX: 814-451-6859

Application materials must be received by or postmarked on or before: **Tuesday, March 19, 2019.**

The “How to Apply” section, applications and bid forms can be found on/downloaded from www.eriecountypa.gov. Click on the “View Job Postings” link from the home page to locate information/documents. Completed forms can be hand delivered or mailed to the above address or sent via fax.

Inquiries related specifically to job duties and responsibilities may be directed to Darlene Krol @ 814-451-6696 or Michelle Robarts @ 814-451-7767.

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:

All applicants must meet the minimum experience and training (METs) required for the job. The METs for this position are: Six months as a Clerk Typist 2 and the educational equivalent of a high school degree; **OR**, One year of moderately complex clerical experience; **OR**, Any equivalent experience and/or training which provides the required knowledge.

****A Basic Skills assessment test will be conducted to verify qualifications****

(continued on reverse)

DUTIES:

This position of Executive Secretary serves as a Clerk Typist 3 in the Ongoing Department – Clerical Unit and as a secretary for casework supervisors. The position requires teamwork and involves complex clerical work including typing and processing documents in a variety of functions in addition to the application of independent judgment. This position requires the ability to develop and implement clerical procedures for the process of office activities performed. Knowledge of Agency policies and procedures, the process of incoming/outgoing mail, filing, business machines, and software and telephone equipment is required. It requires the ability to multi-task, organize and prioritize work in a manner which ensures smooth processing and accomplishment of tasks. This position requires the ability to use discretion and judgment along with knowledge of standard office procedures, practices, conduct, and actions necessary in maintaining harmonious working relationships.

This position provides clerical support for internal and external customers. Types letters, reports, and documents from handwritten draft, dictated sources or original source documents into draft or final form. Proofreads varying types of materials to ensure that information is grammatically correct, complete, consistent and adheres to Agency rules and regulations. Develops and maintains filing systems. Designs brochures, forms or manuals. Prepares, distributes and completes reports. Prioritizes work and assures that deadlines are met.

Participates in commerce and processes correspondence for the clerical unit in conjunction with other divisions.

Compiles, monitors, maintains and manages data; develops reports.

Routinely performs data entry and retrieval of information from automated information systems.

Assists with data tracking and coordination of services.

Provides coverage of essential clerical unit duties and responsibilities including switchboard operator; mail processing and delivery; and, typing and proofreading of Court and case management documents.

Routinely communicates via telephone, written correspondence and email with internal and external customers, providers and other government agencies.

Conducts Random Moment Time Studies (RMTS) for the purpose of Federal Funding.

Provides back up/relief coverage for the clerical unit. Provides back up/relief coverage for Executive Secretary and Clerk Typist 2 responsibilities when necessary.

Performs other duties as assigned, which may include any tasks related to any Executive Secretary position within the Agency.

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

***Office of Children & Youth**