



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: APRIL 5, 2019

CLOSING DATE: APRIL 22, 2019

TITLE: CLERICAL ASSISTANT

GRADE: NB3

DEPARTMENT: DOMESTIC RELATIONS

BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: \$11.40/HOUR, \$22,230/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 Human Resources Department at the Erie County Court House, Room 501, and 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:

Under general supervision, performs difficult and varied typing and clerical work. Does related work as required including the typing and processing documents in completing governmental forms, and providing the full range of clerical and typing services for one or more governmental offices.

DUTIES & RESPONSIBILITIES:

Responsibility for the processing of all paperwork related to the processing of criminal court cases. Prepares and verifies accuracy of notices to parties. Uses data base computer program to generate reports. Uses and manipulates computer information to answer questions for the general public and/or other court related offices. Responsible for answering questions from the public in face to face situations as well as telephone contact. Processes, records and maintains files and other office records. Responsible for screening incoming telephone calls and relaying necessary messages.

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:

Good knowledge of modern clerical methods. Working knowledge in the care and operation of computer terminals. Must be comfortable and competent to use computer equipment and knowledgeable in the use of word processing and data base computer programs. Ability to keep moderately complex records. Skillful in dealing with defendants and the general public in face to face and telephone contacts.

MINIMUM REQUIREMENTS/QUALIFICATIONS :

High school graduate, or GED including or supplemented by courses in typing and computer usage. Ability to type at least 50 words per minute.