

CLARION COUNTY
UMWA Bargaining Unit Position
May 7, 2024

POSITION: Clerk Typist II
Full-Time, 80 hours per pay

<input checked="" type="checkbox"/> External
<input checked="" type="checkbox"/> Internal

DEPARTMENT: Children & Youth Services, Clarion, PA

PAY GRADE: \$ 13.50/hour (starting rate)

BENEFITS: Up to family coverage for health, dental, and vision insurance effective first of the month after date of hire (employee pays 12.5% of premium, county pays 87.5%). \$1,500 stipend if you do not need the county insurance. Life insurance coverage at no cost to employees. 5 Vacation days first year, 10 vacation days starting second year, 3 personal days per year, 10 sick days per year, 13 paid holidays off. Enrollment in Clarion County's Pension plan (vested after 5 years, eligible to retire at 55 with 20 years of service).

POSTING DATE: Tuesday, May 7, 2024

DEADLINE TO APPLY: Tuesday, May 21, 2024, at 4:00 PM.

HOW TO APPLY

A County application and copy of your transcripts are required to be considered for the advertised vacancy.

Applications are available at:

www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php

OVERALL OBJECTIVE OF JOB

This is moderately complex clerical work involving the typing and processing of documents in a variety of functions. An employee in this class performs clerical work of moderate complexity which requires the utilization of typing skills and the processing of a variety of documents which include the verification of information, performing arithmetic calculations, coding, and assisting the public in completing governmental forms. Work involves the skilled typing of correspondence, reports, transactions, transmittals, and similar documents as part of the clerical documents processing of an office or functional activity. Work may involve the skilled utilization of specialized equipment such as magnetic and mass storage typewriters, computer scopes, or similar equipment where the input is through a typewriter console. Work involves the responsibility for a significant aspect of a work process, an involved single office activity which is production or control oriented, or other multiple activities which are comparable in scope and complexity. Work may involve providing secretarial services to one or more individuals in those cases where management has determined that shorthand skills are not required. Work may involve providing training and guidance to new employees and fulfilling a lead worker role for routine clerical operations. Work is subject to periodic changes in operating procedures and requires some adaptability to shifts in work schedule. Employees work with considerable independence within standard operating procedures; however, detailed supervisory guidance and review is received for new or unusual situations and changes in operating procedures and policies.

ESSENTIAL FUNCTIONS OF JOB

1. Types letters, reports, memos, and a variety of other documents from handwritten, draft, oral instructions, or original source documents.
2. Files and maintains open and closed charts, supplementary materials and lists related to charts. Maintains department archive room. Assists with purging.

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3. Proofreads all materials to ensure that information is grammatically correct, complete and in compliance with agency, department and county policies and procedures.
4. Sorts and delivers incoming mail. Maintains correspondence per department requirements.
5. Answers telephone and transfers calls. Takes messages as required. Answers routine questions regarding Human Service programs.
6. Makes bulk copies and faxes as needed.
7. Greets and assists general public by taking or providing information, directing them to proper locations and informing staff of their appointments.
8. Prepares and processes required department documents, forms, newsletters and/or reports as required.
9. Updates information on databases and record sheets and reconciles reports as needed.
10. Operates basic office equipment as needed.
11. Compiles data within department for data collection and reports.
12. Updates various lists within the department.
13. Assists department staff with special projects and assignments as requested.
14. Logs and submits correspondence related to child/elder abuse investigations.
15. Enters data on spreadsheets to track departmental tasks.
16. Determines supply needs; keeps record of inventory and prepares supply requisitions.

OTHER DUTIES OF JOB

1. Attends meetings and/or training sessions as required.
2. Delivers mail/legal/agency papers to the Courthouse or other County offices; occasionally performs errands as needed to carry out essential job duties.
3. Performs other job-related duties as required.

SUPERVISION RECEIVED

Receives instructions and supervision from Human Services Clerical Supervisor.

SUPERVISION GIVEN

None

WORKING CONDITIONS

1. Works indoors in adequate office space, lighting, and ventilation, but subject to fluctuations in temperatures.
2. Works with average indoor exposure to noise and stress, but subject to frequent disruptions.
3. Below normal indoor exposure to dust/dirt.

PHYSICAL/MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures, and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing and walking and occasional periods of bending, twisting, stooping, reaching as necessary to carry out essential job duties.
3. Dexterity requirements range from coordinated movements of fingers/hands for typewriter and computer, to simple dexterity of feet/legs/torso as necessary to carry out job duties.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must be able to cope with the physical and mental stresses of the position and the work environment.
6. Must be able to move frequently throughout the workday as needed to carry out essential job duties.

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7. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS

A. EDUCATION/TRAINING

Six months experience as Clerk Typist 1; or High School diploma or equivalency plus some demonstrated business/clerical and computer knowledge. Necessary Special Requirement: Must possess a valid driver's license.

B. WORK EXPERIENCE

Two years of clerical work experience in office environment, county government or court system that includes data entry, report generation/reconciliation and record keeping; or an equivalent combination of education or related experience unless regulatory requirements state otherwise.

C. CLEARANCES

- Must work in conjunction with employer to apply for Act 34 PA State Police Criminal History, Act 151 PA Child Abuse and FBI clearances prior to employment. All clearances must reflect acceptable results.
- Must not appear on Preclusion Lists as defined by "Pennsylvania's Medical Assistance Bulletin 99-11-05 Provider Screening of Employees and Contractors for Exclusion from Participating in Federal Healthcare Programs."

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess good communication and interpersonal skills.
3. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers, and others.
4. Must possess ability to maintain confidentiality in regard to client information and records.
5. Must possess the technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
6. Must possess general knowledge of modern office practices and procedures and ability to apply same to essential duties of job.
7. Must possess knowledge and ability to practice current and accurate usage of grammar, spelling and filing procedures.
8. Must possess ability to learn assigned clerical tasks and adhere to prescribed departmental procedures.
9. Must possess ability to perform simple math calculations with accuracy and reasonable speed.
10. Must possess ability to learn county and legal rules, procedures, and practices as necessary within department.
11. Must be willing and able to work within strict rules of confidentiality.
12. Must possess ability to be able to handle a variety of clerical duties and switch from one to another throughout the workday.
13. Ability to understand and follow oral and written instructions which explain multifaceted procedures.
14. Ability to perform within processing procedures which involve an understanding of multiple aspects and application of varied standards.
15. Ability to proofread information for conformance with a prescribed pattern or form, to assure the adherence to clerical office methods, or for compliance with specific administrative or procedural rules.

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16. Ability to transfer information and present it in a modified form according to rules and procedures.
17. Ability to collect and organize material for reports by determining what available information should be included and presenting the information in a prescribed, organized format.
18. Ability to compose straightforward informational correspondence such as transmittals or acknowledgements in reply to requests or questions on the work process or related information.
19. Ability to perform basic arithmetic calculations such as the adding and subtracting of whole numbers and decimals; and multiplying and dividing by one-digit whole number or decimal multipliers and divisors.
20. Ability to instruct and advise clerical employees on the methods and procedures used in the work area.
21. Ability to organize work and develop effective work methods in an area which involves variable phases of different techniques and procedures.
22. Ability to make duty-oriented decisions on the basis of well-defined standards and precedents.
23. Ability to operate office and mail processing machines such as the adding machine, photocopier, postage meter, and addressograph; and instruct others on their use.

HOW TO APPLY

A County application and transcripts are required to be considered for the advertised vacancy. Applications are only accepted for positions in which we are *actively* recruiting. Applications received for positions not being advertised or general/blanket applications will be discarded.

Applications are available:

- Online by visiting:
www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php
- In-Person by visiting the Clarion County Human Resource Office on the 2nd floor of the Administration Building located at 330 Main Street, Clarion, PA 16214
- By fax or e-mail. You must contact the Clarion County Human Resource Office by calling 814-226-4000 EXT 2909 to share your e-mail or fax number.

DEADLINE TO APPLY: Tuesday, May 21, 2024, at 4:00 PM.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
CLARION COUNTY IS A DRUG FREE WORKPLACE

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT AT 814-226-4000 EXT 2909 FOR ASSISTANCE.