

**CLARION COUNTY  
COMMISSIONERS OFFICE  
HELPER**

**Position Description**

**Non-Exempt**

**POSITION:** Clarion County Helper  
Part Time, Temporary

**DEPARTMENT:** Commissioners Office, varies

**PAY GRADE:** \$9.50/ hr. starting rate

**OVERALL OBJECTIVE OF JOB**

This position performs an array of functions to help Clarion County with it's projects and goals. Position performs standardized duties that follow established methods and procedures. Employee is expected to perform with limited guidance after the work process is learned and on regular assignments. Position is assigned to work in various county departments as needed.

**ESSENTIAL FUNCTIONS OF JOB**

1. Provide assistance in any department as required.
2. Readily communicates to the applicable supervisor on progress with any duties.

Depending on the department assigned to, the Helper position may be required to perform different duties, including but not limited to:

1. Input data into computer programs accurately.
2. Greet visitors, direct individuals to proper office locations, take information.
3. File and retrieve materials from files, utilizing the filing method established in the office in which work is performed.
4. Prepare outgoing mail, process and record incoming mail.
5. Operate computers, copiers, scanners, fax machines, and other office equipment as needed.
6. Administrative and technical work in the office.
7. Routine and extensive cleaning, trash removal, floor cleaning/waxing.
8. Maintenance of landscaped areas including grass cutting, fertilizing, watering, raking, planting.
9. Performs minor and routine repairs, such as painting, unclogging plumbing, changing light bulbs.
10. Operates power equipment and hand tools to perform duties.
11. Remove snow manually from county property.
12. Restocks department supplies, transport materials to and from proper departments.

**OTHER DUTIES OF THE JOB**

1. Attends trainings and meetings as required.
2. Utilizes computer and other office equipment as needed.
3. Utilizes Microsoft Office programs.
4. Travels as needed.
5. Performs other job-related work as required.

**SUPERVISION RECEIVED**

Reports directly to the Chief Clerk/County Administrator, or the Deputy Chief Clerk in the County Administrator/Chief Clerk's absence. Receives supervision in carrying out routine day to day tasks from assigned department heads.

**CLARION COUNTY  
COMMISSIONERS OFFICE  
HELPER**

**Position Description**

**Non-Exempt**

**SUPERVISION GIVEN**

None.

**WORKING CONDITIONS**

1. Works indoors in adequate workspace, lighting, temperatures, and ventilation with normal exposure to dust/dirt, noise, disruptions, and stress.
2. Works in conditions of potential outbursts or disruptive behavior of individuals.
3. Works outside the office and is exposed to above average dust/dirt/odors and smoke along with adverse environmental conditions, such as pollen, odors, wetness, humidity, rain, snow, fumes, temperature, and noise extremes.
4. Subject to periodically working different shifts or beyond normal hours as required.

**PHYSICAL AND MENTAL CONDITIONS**

1. Must be able to adapt to differing work environments and requirements.
2. Must possess the ability to record, convey, and present information, explain procedures, and follow instructions.
3. Must be able to sit, stand, or drive for long periods throughout the workday, with frequent periods of bending, twisting, and reaching as necessary to carry out essential duties of job.
4. Tasks require the ability to exert very moderate physical effort, typically involving some combination of stooping, kneeling, crouching, and crawling, and may involve some lifting, carrying, pushing and/or pulling objects and materials of moderate weight (30 pounds).
5. Tasks will require the ability to walk, sometimes on rugged terrain.
6. Must be able to wear personal protective equipment including but not limited to masks, goggles, gloves, or face shields for long periods of time.
7. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
8. Must be able to cope with the physical and mental stress of the position.
9. Must be able to pay close attention to details and concentrate on work.

**QUALIFICATIONS**

**EDUCATION/EXPERIENCE**

1. High School Diploma or equivalent.
2. Must possess a valid driver's license.

**Clearances:**

- Must have acceptable results on all criminal background checks including Act 34 PA State Police Criminal History, Act 151 PA Child Abuse, Drivers Background Check, and FBI clearances.

**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 job duties.
2. Must possess a willingness to learn and perform new tasks, procedures, and functions.

**CLARION COUNTY  
COMMISSIONERS OFFICE  
HELPER**

<u>Position Description</u>	<u>Non-Exempt</u>
-----------------------------	-------------------

- |     |   |  |
|-----|---|--|
| 3.  | Must be able to adapt to various offices and working conditions and to work with multiple supervisors.  |  |
| 4.  | Must be able to perform within prescribed department procedures, maintain harmonious working relationships, and function according to work practices and conduct. |  |
| 5.  | Must be able to understand and follow oral and written instructions.  |  |
| 6.  | Must possess effective communication and interpersonal skills.  |  |
| 7.  | Must have the ability to interact effectively with the general public, co-workers, government officials, and any other individuals encountered on the job.        |  |
| 8.  | Must possess ability to function independently with minimal supervision.  |  |
| 9.  | Must possess ability to maintain strict confidentiality.  |  |
| 10. | Must possess ability to operate personal computer and related software, to type and utilize other office equipment, and to prepare required materials.            |  |
| 11. | Must possess ability to make accurate observations and documentation.   |  |
| 12. | Must have transportation available and a willingness to travel for work-related job duties.   |  |
| 13. | Must be able to maintain accurate records, reports, and files.  |  |

.....

**HOW TO APPLY**

A County application is 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](http://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 2<sup>nd</sup> 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 2812 to share your e-mail or fax number.

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

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONIS DUE TO A DISABILITY SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT AT 814-226-4000 EXT 2812 FOR ASSISTANCE.