



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

**POSTING DATE:** February 2, 2012

**CLOSING DATE:** FEBRUARY 17, 2012

**TITLE:** PER DIEM LIBRARY  
ACQUISITIONS CLERK

**GRADE:** N/A

**DEPARTMENT:** LIBRARY/ TECHNICAL SERVICES  
**BARGAINING UNIT:** N/A

**ENTRY RATE:** 10.00/HR

**HOURS PER WEEK:** AS NEEDED

**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 Personnel 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.eriecountygov.org](http://www.eriecountygov.org) 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.**

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**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

High school diploma plus at least one (1) year of bookkeeping/account experience or an equivalent combination of related training and experience.

**DUTIES & RESPONSIBILITIES:**

Primary responsibility is the verification and payment of invoices for all purchased library materials. Receives and unpacks shipments, comparing contents to original orders, verifies discounts as determined in the vendor's contract, and contacts vendor to reconcile errors. Enters all invoices into the local online acquisitions system, prepares monthly reports and compares local system reports with the Library's business office records. Reports any significant trends in local system fund management to the Manager of Technical Services. Operates a calculator. As directed by supervisor, performs any operation necessary to the processing of the library materials including physical processing, copy cataloging and item record entry.

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. Ability to compile simple financial data and prepare simple reports. Accuracy. Neatness of work. Integrity. Keyboarding skills necessary in data entry and calculator operation. Must be able to lift 50 pounds. Must be able to write

legibly. Must be able to sit for prolonged periods of time while entering data. Demonstrated organizational skills. Knowledge of Microsoft Excel. Knowledge of computers and electronic ordering processes.

**DEFINITION OF CLASS:**

Under the supervision of the Manager of Technical Services, checks in shipments of library materials. Compiles, tabulates and enters accounting and related material acquisition data. Prepares accounting and financial statements. Performs other Technical Services duties as directed by the department supervisor.