



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: January 30, 2012

CLOSING DATE: February 13, 2012

TITLE: CLERK III (County & Civil Service Title)
(Civil Service Class Code-Position Number: L0013-0001)

PAY GRADE: 113

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

DEPARTMENT: Human Services/OCY-CCIS
155 W. 8th St., Erie, PA 16501

ENTRY RATE: \$10.75/hour, \$20,963/annual - Minimum
\$18.78/hour \$36,621/annual - Maximum

HOURS PER WEEK: 37.5
8:30 a.m. to 5:00 p.m.

*****THIS IS A PERMANENT, FULL-TIME, CIVIL SERVICE POSITION*****

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 Bid Form stating their qualifications to: Jaynette Simmons, Personnel Dept., Erie County Court House, 140 West Sixth Street, Room 503, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm. **Application materials must be received or postmarked on or before: Monday, February 13, 2012. Late applications will not be accepted.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org. CLICK ON "JOB OPPORTUNITIES." COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

Inquiries related specifically to job duties may be directed to Jim Mack at 451-6605. All other inquiries may be directed to Jaynette Simmons, at 451-6291.

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 ARE SUBJECT TO AND REQUIRED TO PROVIDE PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AND AN FBI FINGERPRINT CLEARANCE.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

All applicants must be: a Pennsylvania resident and meet the minimum experience and training (METs) required for the position. The METs for this job are: Six months experience as a Clerk 2, and educational development to the level of high school; **OR**, One year of progressively complex clerical experience and completion of high school; **OR**, Six months of moderately complex clerical experience and completion of a post high school business curriculum; **OR**, Any equivalent experience and/or training which provided the required knowledges and abilities.

Applicant must also be EITHER:

1. Within reach through the Rule-of-Three process on the current PA State Civil Service List of Eligibles for a Clerk 3;

or

(continued on next page)

2. Promotable without Exam through Civil Service by currently holding permanent PA State Civil Service status in the next lower class of Clerk Typist 2;
- or**
3. Eligible for either reinstatement, transfer, reassignment or voluntary demotion to the Clerk 3 classification.

DUTIES/RESPONSIBILITIES:

- Determines the financial and non-financial eligibility of parents and caretakers who apply for child care subsidies and is assigned to a caseload in either the Intake, On-going, or TANF/ Former TANF unit.
- Reviews and comprehends subsidized child care regulations established by the PA Department of Public Welfare.
- Understands and follows Departmental communiqués, announcements, policies, and procedures pertaining to the provision of program services, as well internal CCIS directives and communications.
- Conducts interviews, processes mail-in and on-line applications and redeterminations, calculates family income, assigns weekly co-payments, establishes child care schedules, and issues notices.
- Performs eligibility and child care enrollment functions in PELICAN Child Care Works, the Department's subsidized child care program software.
- Examines submitted family information, income, employment, and training documentation for suitability and completeness.
- Notifies parents/caretakers about missing or incomplete documentation and the time frame for submission to complete the application or redetermination process.
- Receives and responds to calls from parents/caretakers inquiring about their eligibility status or reporting changes in work, training, or family circumstances.
- Makes collateral telephone contacts as necessary.
- Performs data entry updates to maintain case eligibility, correct enrollments, modify child care schedules, and adjust co-payment.
- If assigned, performs specified child care processing functions to enable parents/caretakers receiving, or formerly receiving, benefits through the County Assistance Office to participate in work-related activities.
- Maintains required and appropriate documentation in case records.
- Performs other duties as assigned.

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.

This position is subject to the provisions of the AFSCME Bargaining Unit contract.