



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: FEBRUARY 3, 2012 **CLOSING DATE: FEBRUARY 17, 2012**

TITLE: SECRETARY/ ACCOUNT CLERK **GRADE: 109 AC**

DEPARTMENT: PUBLIC SAFETY **BARGAINING UNIT: A.F.S.C.M.E. C/T**

ENTRY RATE: 9.98/HR 20758/ YR **HOURS PER WEEK: 40**

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 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.

Minimum requirements/Qualifications:

High school graduate or GED equivalent with business curriculum plus at least one year of clerical and/or fiscal experience. Ability to type at a speed of at least 50 words per minute. Must agree to and pass a criminal background check conducted by the county at the county's expense prior to being hired. Must agree that the county can conduct periodic, unscheduled blood and/or urine tests for drug and/or alcohol screening.

Duties and Responsibilities:

Processes and maintains EMA records, processes requisition forms for purchases, process payroll/timesheets for EMA employees, update attendance records and scheduling calendars. Processes travel and training forms for EMA employees. Prepare and maintain copies of letters, agendas, meeting notices, committee lists and mailing files, forms, handouts, reports and other documents in support of the EMA office. Answers the administrative telephones. Assist with the processing of Tier II forms (Hazardous Materials Reporting Forms), process records and files for the Hazardous Materials Team and Local Emergency Planning Committee and other duties as required. Support the Erie County Emergency Operations Center (EOC) when activated. Travel to and from the Courthouse and/or other locations for the delivery of necessary paperwork. Attend meetings when requested to take and transcribe notes. Update and maintain EMA resource and notification database. Maintain office supplies and forms for EOC.

Knowledge, Skills and Abilities:

Knowledge of office practices and clerical methods and have strong organizational skills and initiative. Knowledge of Microsoft Word, Access, Excel, Power Point and Outlook. Ability to type and maintain records with accuracy. Ability to operate office equipment including, but not limited to a calculator, copier, and computer. Ability to exercise good judgment and maintain confidentiality. Ability to obtain appropriate transportation necessary to perform the duties of the position.

Definition of Class:

Under direct supervision, performs a variety of clerical and fiscal duties according to detailed instruction or written procedures.