

Department:	Franklin County Human Services
Organization:	Franklin County Children and Youth Services
Job Code / Title:	Department Clerk II
Position Number:	02
County:	Franklin
Headquarter City/Address: (Work Location)	425 Franklin Farm Lane Chambersburg, Pa 17202
Type of Job:	Merit
Union:	None
Bargaining Unit:	None
Seniority Position:	
Type Position:	Full Time
Salary Range:	\$12.00
Pay Range & Step:	5
Posting Length:	5 Business Days
Posting Dates:	02/15/2016 – 02/22/2016
Contact Name / Number:	Charles Martin III / (717)261-3150
Additional Information:	37.5 hours per week
Job Description:	See Attached
Last Date Job Applications Will Be Accepted:	02/22/2016

RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Promotion
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Six months as a Department Clerk I and educational development to the level of eighth grade;
or Completion of a high school business curriculum which included at least one typing course;
or Any combination of equivalent experience and training.

2. County of Franklin Approved Additional Special Requirements: None

3. Must be eligible for selection in accordance with Merit rules.

HOW TO APPLY – ALL CANDIDATES:

The following materials must be mailed and postmarked on or before 02/22/2016. Late applications will not be accepted.

1. Completed County of Franklin Employment Application, (Need not be notarized). The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

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 scheduled date.

If interested in applying, please send applications to:

Attn: Charles Martin III 425 Franklin Farm Lane, Chambersburg, P.A. 17202

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

FRANKLIN COUNTY

DEPARTMENT CLERK II

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

To perform specialized departmental clerical duties and responsibilities within the assigned department.

ESSENTIAL FUNCTIONS OF JOB

1. Types letters, reports, memos and other documents required by the department staff.
2. Sorts, copies and/or files correspondence and documents within the department.
3. Answers telephone and takes messages or transfers calls to proper individuals.
4. Greets and assists general public by taking or providing information, receiving payments or directing them to proper locations.
5. Prepares and processes required department documents, forms, newsletters and/or reports as required.
6. Updates information to the computer database.
7. Operates computer, typewriter, adding machine, copier and other office equipment as needed.
8. Dockets and/or expunges cases when required by department.
9. Reconciles bank statements as required.
10. Assists in collecting or receiving monies due department and maintaining accurate related records of such collections.
11. Compiles data within department for completion of reports.
12. Assists department staff with special projects, reports or assignments as requested.
13. Maintains files, statistics, manuals, lists or other department documents as requested and as necessary.
14. Makes appointments, meeting arrangements as necessary.
15. Attends court proceedings as requested.

OTHER DUTIES OF JOB

1. Attends meetings and/or training sessions as required.
2. Assists staff with clerical duties in absence of other clerical staff members, or as needed.
3. Performs other job-related duties as required.

SUPERVISION RECEIVED

Receives occasional instructions and some supervision from department Supervisor in regard to daily work duties.

SUPERVISION GIVEN

None

Position Description

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 REQUIREMENTS

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.
6. Must be able to move frequently throughout the work day as needed to carry out essential job duties.
7. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS**A. EDUCATION/TRAINING**

High School diploma or equivalency, plus some business/clerical and computer training.

B. WORK EXPERIENCE

2 years working experience in office environment, county government or court system.
Or, any acceptable combination of equivalent training and/or experience.

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.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED(CONT'D)

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 possess ability to be able to handle a variety of clerical duties and switch from one to another throughout the workday.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF DEPARTMENT CLERK II AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.