

Job Posting

Organization:	Franklin/Fulton County MH/IDD/EI
Job Code / Title:	Administrative Assistant II
Type Position:	Full Time
Salary Range:	\$17.92
Pay Grade:	11
Posting Length:	Standing Posting
Posting Dates:	Until Further Notice
Contact Name / Number:	Charles Martin III / (717)261-3150
Job Description:	See Attached

ELIGIBILITY – ALL CANDIDATE(S):

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

One year of experience as a staff assistant to an administrative officer or as a technician in a staff service of a large organization; and such training as may have been gained through graduation from a four year college or university; or any equivalent combination of experience and training.

2. County of Franklin Approved Additional Special Requirements: None

HOW TO APPLY – ALL CANDIDATES

The following materials must be received by the Human Resources Department.

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 interested in applying, please send applications to:

Attn: Charles Martin III, 272 North Second Street, Chambersburg, P.A. 17201

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.

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

FRANKLIN COUNTY

ADMINISTRATIVE ASSISTANT II

Revised: January 3, 2022

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

To perform specialized administrative functions to assure efficient operations of the department; act as liaison between the assigned department and other county agencies and/or departments, and to act as working supervisor of the department, as assigned.

ESSENTIAL FUNCTIONS OF JOB

1. Assists Director or department supervisor in a variety of specialized administrative and secretarial projects and duties as assigned.
2. Assigns and reviews work of clerical staff and answers questions and assists in solving problems within the department, as directed.
3. Composes letters, memos and other correspondence as required.
4. Prepares reports, letters, memos and other documents as needed on computer; prepares required reports and agendas as directed.
5. Establishes and maintains files and statistics required within the department.
6. Operates computer, adding machine, copier and other office equipment as needed to perform essential functions of job, including but not limited to Microsoft Office Suite.
7. Schedules interviews, appointments, meetings, etc. for director and others as necessary.
8. Provides customer service and response to internal and external inquiries via telephone, email, or in-person.
9. Assists Director or Supervisor with budget estimates and other fiscal and statistical reports.
10. Assists Director or Supervisor with department projects/programs, i.e., contracts, grants, studies, court preparation and documents depending upon specific department needs.
11. Processes invoicing, billing or other financial matters for the department as assigned.
12. Coordinate travel accommodation needs and requirements for the department as needed.

OTHER DUTIES OF JOB

1. Attends meetings, training, and seminars as required.
2. Requisitions supplies for the office as required.
3. Opens mail and distributes within the department as necessary.
4. Assists other clerical staff with work duties as needed.
5. Performs other job-related duties as required.
6. Travels occasionally when needed to perform essential functions of the job.

SUPERVISION RECEIVED

Receives occasional instruction and some supervision from Director or Supervisor in regard to daily work duties.

Position Description

SUPERVISION GIVEN

Acts as working supervisor for clerical staff within the department, if assigned.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF ADMINISTRATIVE ASSISTANT 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.