

COUNTY OF VENANGO
BID NOTICE
SEIU Bargaining Unit Position
June 6, 2022

POSITION: **Department Clerk III**
Full-Time, 80 hours per pay

DEPARTMENT: County Park
471 Beach Road, Franklin, PA 16323

PAY GRADE: SEIU Pay Grade Eight
\$9.60 / hr.

OVERALL OBJECTIVE OF JOB

Performs a variety of specialized departmental clerical duties.

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.
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, or reports as required.
6. Updates information to the computer database and/or record sheets as needed.
7. Operates computer, typewriter, adding machine, copier and other office equipment as needed.
8. Assists in collecting or receiving monies due department and maintaining accurate related records of such collections.
9. Compiles data within department for completion of reports.
10. Maintains files, statistics, manuals, lists or other department documents as requested and as necessary.
11. Makes appointments and meeting arrangements as necessary.
12. Sweeps and salts sidewalks.
13. Assists with cleaning farmhouse, cottage, campsites and camping shelters.
14. Assists with bringing firewood to the Nature Lodge.
15. Assists with off-season inventory of all maintenance equipment.
16. Prepares Deposits for the Treasurer.
17. Prepares information and reports for the year-end audit.
18. Required to work Saturday, Sunday and some holidays.

OTHER DUTIES OF JOB

1. Attends meetings and/or training sessions as required.
2. Delivers mail to Courthouse or other County offices when required; occasionally performs errands as needed to carry out essential job duties.
3. Assists with daily maintenance activities as needed.
4. Drives park vehicles as needed.
5. Performs other job-related duties as required.
6. Assists with the County Parks social media presence.

SUPERVISION RECEIVED

Receives instructions and supervision from Park Director.

SUPERVISION GIVEN

May direct work and provide guidance occasionally to the seasonal full-time Department Clerk and Maintenance Intern as needed.

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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.
4. Subject to periodically working in adverse conditions depending on the nature of job assignment.

PHYSICAL/MENTAL CONDITIONS

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 fifty (50) pounds.
5. Must be able to move frequently throughout the workday as needed to carry out essential job duties.
6. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS

EDUCATION/TRAINING

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

WORK EXPERIENCE

One to two years' working experience in an office environment, or any acceptable combination of equivalent training and/or experience.

ADDITIONAL REQUIREMENTS

- Must not appear on Preclusion Lists as defined by "Pennsylvania's Medical Assistance Bulletin 99-11-05 Provider Screening of Employees and Contractors for Exclusion from Participating in Federal Healthcare Programs."
- Must successfully pass pre-employment drug screening and criminal background check.

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.
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.

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11. Must possess ability to be able to handle a variety of clerical duties and switch from one to another throughout the workday.
12. Must be able and willing to work flexible hours; weekends are required during special events and when needed during the summer.

HOW TO APPLY

Applications and resumes are only accepted for positions in which we are *actively* recruiting.

Applications are available:

- Online by visiting: <https://www.co.venango.pa.us/288/Job-Application-Process>
- In-Person by visiting the Venango County Human Resource Office on the 3rd floor of the Courthouse Annex building located at 1174 Elk Street, Franklin, PA 16323
- By fax or e-mail. You must contact the Venango County Human Resource Office by calling (814) 432-9556 or (814) 432-9549 to share your e-mail or fax number.

DEADLINE TO APPLY: 06/14/2022

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

VENANGO COUNTY IS A DRUG FREE WORKPLACE

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT AT 432-9552 FOR ASSISTANCE.