

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

7 OFFICE ASSISTANT SR. (PART TIME) – MCCF
\$14.6871/hr – 22.5 hrs/wk.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 08/30/2022

REMOVE: OPEN UNTIL FILLED

Greets clients, staff and the public; resolves conflicts and responds to requests for information; provides forms, applications and other documents and assists clients in filling out required information; makes appointments for clients; pulls files relating to specific cases as needed; makes copies of documents as needed.

Receives and screens incoming telephone calls; routes calls and/or takes messages as necessary; answers questions from staff, outside agencies, the public or other individuals and provides information accordingly.

Receives incoming mail, UPS deliveries and overnight packages for assigned department(s); sorts and distributes to appropriate individuals; prepares certified letters and outgoing mail; delivers mail to appropriate location; processes outgoing UPS parcels and overnight packages; maintains daily logs and weekly billings.

Tracks and maintains daily and monthly postage records; monitors postage balance; prepares monthly and quarterly reports of postage used; reports totals to accounts payable; notifies personnel when additional funds are needed.; maintains postage machine and ensures proper inventory of supplies.

Makes photocopies of various cases, files, documents, correspondence and other items as needed; collates, sorts and distributes to appropriate individuals; maintains copies for departmental use and future reference.

Receives incoming faxes; sorts documents, makes copies and distributes to individual(s) as necessary; maintains copies for departmental files; sends outgoing faxes as requested by supervisor(s) and/or other staff and individuals.

Maintains inventory of office and other supplies; receives requests from other individuals for supply orders; orders replacement materials as needed.

Monitors daily and weekly newspapers, magazines or other media for articles of interest to assigned department and staff; clips articles and retains copies for departmental files.

Utilizes various office equipment such as personal computer, mainframe, fax machine, typewriter, photocopier, offset press, and other equipment as necessary to perform daily duties; uses various computer software in the preparation of reports, documents and case tracking and maintenance; keeps apprised of changes in equipment and software; learns new programs as necessary.

Provides backup for other administrative staff and relief for switchboard operator during absences, lunch, and breaks as required.

Maintains and updates prospective employee application files; schedules testing and handles testing process; assists in urine collection and fingerprinting of new employees; takes identification pictures for employees, approved volunteers, clergy and all other employees.

Receives incoming items for inmates such as clothing, money, and mail; examines mail for drugs, contraband and other illegal items; checks for approval request for new or exchanges of clothing; collects money for inmates and inputs into appropriate computer account; inputs information into proper computer database and prints receipt as necessary.

Oversees weekend visitations to inmates; makes visitors sign in and out; tracks length of visit; maintains daily contact with known felons and criminals; schedules dates and times for various visitors.

Completes criminal record checks for all Federal Housing Authority requests.

Delivers bench warrants and extradition hearings; distributes files for arguments;

Performs Internet searches as required.

ADDITIONAL FUNCTIONS

Performs general cleaning/housekeeping tasks associated with maintaining recreational facilities, which may include sweeping/vacuuming floors, plunging toilets, emptying trash cans, and carrying trash to trash receptacles.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by two (2) year of previous experience and/or training involving general administrative and/or clerical functions; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of office equipment such as computer, typewriter, fax machine, photocopier, postage machine, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.