

PLEASE POST !!!

**OPEN POSITION**

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

**10 ADMINISTRATIVE SECRETARY – HUMAN RESOURCES**  
**\$16.4024/hr – 40 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: 07/25/2022

REMOVE: OPEN UNTIL FILLED

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: ADMINISTRATIVE SECRETARY**

---

### PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide direct administrative and clerical support to the assigned department. Duties and responsibilities include, but are not limited to: providing direct support to as assigned; scheduling meetings; drafting minutes; filing and answering the phone; and performing other duties as required.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Provides direct administrative support and clerical assistance to assigned department, management and other individuals as assigned.

Prepares and types agenda for meetings; combines all issues and pertinent information to be discussed at meetings; drafts agenda and submits to supervisor for review and approval; makes copies and distributes to all attendees.

Transcribes and types minutes from meetings; prepares step-by-step summary of meeting contents; reviews for accuracy and completeness; submits to supervisor for review; makes edits or corrections as necessary; assembles information to be included in permanent county historical records; makes copies and files accordingly.

Types, drafts and prepares various correspondence to include letters, memorandums, legal information, reports and other documents; reviews information for accuracy and completeness; makes corrections and/or additions as needed; maintains copies for departmental files and future reference.

Arranges and schedules appointments and meetings for staff as required; types agenda for meetings; ensures all individuals are aware of meeting dates and times; notifies meeting participants of cancellations and/or changes in meeting times and dates.

Serves as liaison between department and other departments, employees, and agencies; provides direction and assistance with complaints and requests for information; answers questions, resolves problems, and provides assistance as necessary; pulls files, records and documentation where appropriate;

Creates and maintains files and file index; ensures information is accurate and complete; updates and/or makes corrections as necessary; closes files; boxes, archives and/or purges outdated files as necessary; maintains confidentiality of all information as required.

Compiles information and statistics for various reports, rosters and correspondence as required; conducts research to obtain information and data; examines data for relevance; reviews information with supervisor, and/or other personnel as necessary; prepares report according to departmental guidelines; maintains copies for future reference and use by authorized individuals.

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

Utilizes various office equipment such as personal computer, mainframe, dictaphone, fax machine, typewriter, photocopier, 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.

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

Receives incoming mail, UPS parcels, and overnight packages; opens, sorts and distributes to appropriate individuals; prepares certified letters and outgoing mail; processes overnight packages and UPS parcels; delivers to appropriate location.

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

Calculates pension refund and rollover amounts; prepares worksheets for retirement quotes; prepares and calculates worksheet for military purchase and buybacks; prepares spreadsheets for COLA.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by two (2) year of previous experience and/or training that includes progressively responsible administrative and clerical responsibilities required; 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 review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**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 equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

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

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## 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 work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. 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.