

PLEASE POST !!!

## **OPEN POSITION**

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

**10 APPLICATION INTAKE ANALYST – PD’s OFFICE**  
**\$13.2043/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: 6/9/2022

REMOVE: OPEN UNTIL FILLED

**MONROE COUNTY, PENNSYLVANIA  
CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:** **10 APPLICATION INTAKE /ANALYST  
PUBLIC DEFENDER**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification title is to determine financial eligibility for Public Defender services in accordance with income/asset guidelines. This title provides initial client contact and analysis of applications for Public Defender services. Provides information to clients about necessary supporting documentation. Approves or denies applications. Performs first level review of resubmissions. Provides other administrative and clerical support to the assigned department. 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.**

This title is the primary person responsible for processing Public Defender applications from initial submission to first level review, assigning case numbers, maintaining the list of applicants on the computer, and entering other necessary data on computer. Creates and maintains client files as needed; ensures proper documentation is present and that all information is accurate and complete. Distributes files to appropriate individuals; updates files and makes corrections as necessary to assure timely data retrieval.

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

Is the first backup person that receives and screens incoming telephone calls, routes calls and/or takes messages as necessary. Greets the public, answers questions relating to applications for services, resolves conflicts; answers questions from outside agencies, the public or other individuals as necessary, provides information accordingly.

Utilizes various office equipment such as personal computer, fax machine, typewriter, photocopier, and other equipment as necessary to perform daily duties; uses various 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.

Performs administrative duties such as making photocopies, faxing documents, assisting other administrative and support staff with assignments, and performing other duties as required during the day-to-day operations of assigned division.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required, acting as backup to other support staff as needed.

## **MINIMUM QUALIFICATIONS**

High School diploma or GED; supplemented by one (1) year of previous experience and/or training involving computer database, general administrative and office support functions such as, word processing, typing, filing, public contact, and other related duties 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 calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to tactfully provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Requires specific tolerance in dealing with the indigent.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of office equipment such as multi-line telephone, transcription equipment, computer, typewriter, fax machine, postage machine, photocopier 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 and to verbally communicate information effectively to applicants, clients, staff and others..

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; 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 a variety of general 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 of work station.

**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.