The Monroe County Human Resources Office is now accepting applications for the following position:

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3 ADMINISTRATIVE SPECIALIST II – PURCHASING OFFICE

$17.71/hour | Full-Time (35 hours/week)

Current County employees interested in this position must submit a bid sheet and resume to the Human Resources Office.

Notice: Employment with the County is contingent upon the successful completion and submission of a Criminal Background Check (http://epatch.state.pa.us), to be obtained at the candidate's expense prior to the start date. Additional position-specific clearances may be required.

POSTED: 11/18/2026 **REMOVE:** OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ADMINISTRATIVE SPECIALIST II
(OFFICE ASSISTANT, SENIOR)

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide general administrative support to an assigned division or department. Duties and responsibilities include, but are not limited to: receiving and distributing incoming mail; preparing and processing outgoing mail; maintaining various office files; greeting the public and answering incoming telephone calls; answering questions and providing information; and performing other duties as required. Duties will vary according to assigned department or division.

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.

Takes minutes and/or dictation of various meetings; transcribes information according to desired county and departmental format; reviews documents with individuals involved in meetings; ensures accuracy of information; makes corrections as needed; obtains copies and maintains for departmental files.

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

Designs layout of departmental brochures, forms and other documents; creates flyers for programs, special events, trips and other events; proofreads and submits to appropriate individual for review and approval; makes edits; integrates artwork and prepares final copy.

Compiles information and statistics for various reports, rosters and correspondence as required by departmental assignment; 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.

Maintains and files office records and documentation; ensures supporting documentation is present and that all information is accurate and complete; distributes to appropriate individuals and/or agencies or departments; updates and/or makes corrections as necessary; closes files; boxes, archives, shreds, and/or purges outdated files; maintains confidentiality of all information as required.

Inputs mailing lists and various information into computerized databases; reviews information and maintains accuracy; updates and/or makes changes as necessary.

Schedules hearings, depositions, warrants, extraditions, appointments, meetings and conference room use; ensures all individuals are aware of meeting dates and times; notifies meeting participants of cancellations and/or changes in meeting times and dates.

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.