



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

4 ADMINISTRATIVE SPECIALIST III – HUMAN RESOURCE’S OFFICE
\$18.95 - \$20.84/hour | Full-Time (40 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: 09/04/2026

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: ADMINISTRATIVE SPECIALIST III
(ADMINISTRATIVE SECRETARY, HR)**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide direct administrative and clerical support to the Monroe County Human Resource Department. Duties and responsibilities include, but are not limited to: providing direct support to HR Director and departmental technical staff and other administrative management duties as assigned; data entry, word processing, preparing agenda, tracking applicants, distributes applications, reception, filing, general office duties; 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 department director, and to all HR technical support staff, and other individuals, as assigned.

Prepares various correspondences (appointment letters, departmental memos, procedures manual updates, personnel action notices) and maintains a functional filing system for the various communications associated with the Human Resource office.

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is accurate and complete; updates and/or makes corrections as necessary; closes files; boxes, archives and/or purges outdated files as necessary; maintains confidentiality of all information as required.

Creates, maintains, and updates listing of all applicants and applications in the computer system; scans applications, forwards to relative departments with openings and tracks department distribution.

Composes weekly human resources agendas; assures budget and position availability for commissioners' review in workshop meeting; makes any necessary changes to agenda; prepares final agenda for official approval.

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

Prepares Payroll Change Notices for all new and rehires and temporary seasonal employees for HR Director's signature, makes copies and submits to payroll for processing.

Types, drafts and prepares various correspondence, 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.

Maintains and updates a listing of all open county positions, distributes same to HR staff, Chief Clerk and Commissioner's office; prepares, posts, and distributes listing of all open positions in compliance with County policies and union contractual language as necessary; removes postings after specified time periods.

Distributes processed/signed Payroll Change notices and accompanying letters and documents to appropriate HR staff, copies Payroll Change Notices and distributes to Payroll Office.

Assists administrative secretary in administering typing tests and other evaluations for applicants seeking employment with the county; logs in employment applications; answers questions regarding employment opportunities; assists applicants in filling out required forms and documents; logs information on appropriate data bases; scans; forwards applications/resumes to appropriate department or supervisor in the absence of the HR administrative secretary.

Coordinates photograph identification sessions for employees; takes photographs of new employees for county identification badges; laminates photo badges and distributes to employees; compares data entry for new employees against data sheet.

Maintains and updates a listing of all county positions for all departments.

Arranges and schedules appointments and meetings for department director, and/or staff as required; types agendas 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 administrative liaison between HR 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 when needed and where appropriate.

Maintains and updates all job descriptions as needed.

Administers and evaluates typing tests and other evaluations for applicants seeking employment with the county as requested by department heads and distributes scores to department head.

Monitors personnel file reviews by department heads, employees, and their agents; maintains copies and confidentiality of all reviews.

Collects and enters employee information into identification camera system for county identification cards, take and process photo identification badges and distributes to employees, interns and others as necessary.

Assists in compiling information and statistics for various reports, surveys, rosters and correspondence as required; conducts research to obtain information and data; examines data for relevance; reviews information with HR director and/or other HR staff as necessary; prepares reports according to departmental guidelines; maintains copies for future reference and use by authorized individuals.

Prepares, updates, distributes and maintains forms used by Human Resources department; reviews for accuracy and completeness.

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

Monitors inventory of office and other supplies; notifies HR Assistant of requests from other HR staff for supply orders.

Receives sorts and distributes incoming and outgoing 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, scans 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.

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.