



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

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**3 ADMINISTRATIVE SPECIALIST II – DISTRICT ATTORNEY’S OFFICE**  
\$17.71/hour | Full-Time (40 hours/week)

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*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:** 03/23/2026

**REMOVE:** OPEN UNTIL FILLED

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:** **ADMINISTRATIVE SPECIALIST II  
(SECRETARY)**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide general administrative and clerical support to an assigned department. Duties and responsibilities include, but are not limited to: drafting and preparing various correspondence; coordinating and scheduling meetings; attending miscellaneous meetings as required; transcribing information from dictaphone; 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.**

Types, drafts and prepares various correspondence to include letters, petitions, subpoenas, memorandums, 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, meetings, and travel arrangements for assigned supervisor and/or staff; types agenda for meetings as requested; ensures all individuals are aware of meeting dates and times; notifies meeting participants of cancellations and/or changes in meeting times and dates.

Takes minutes and/or dictation of various meetings and transcribes accordingly using 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.

Creates and maintains office files as needed; ensures proper documentation is present and that all information is accurate and complete; distributes to appropriate individuals; updates and/or makes corrections as necessary; 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 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.

Greets the public and/or resolves conflicts; 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 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 for assigned department(s); sorts and distributes to appropriate individuals; prepares certified letters and outgoing mail; delivers to appropriate location.

Conducts criminal and motor vehicle record checks as required by assigned department; retains record history log for department; maintains computer terminal to access out-of-state criminal/motor vehicle records.

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.

Calculates pension rollover/refund checks; prepares worksheets for retirement quotes/buyback; prepares spreadsheet for annual pension valuation; enters pension buyback amount into financial system; prepares journal entries; distributes pension checks.

### **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 involving general administrative and support functions such as typing, filing, 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 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, 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.

**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; 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 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 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.