

**Beaver County, Pennsylvania
CLASS DESCRIPTION**

**POSITION TITLE: Central Service Clerical
CLASSIFICATION NUMBER: 101006*
DEPARTMENT (S): Central Services**

There is currently one (1) full-time S1 grade 4, step 1 Mail Clerk position open within Central Services. This position is 35 hours per week at \$13.55/hour. Bids will be accepted in the Human Resources Office no later than the close of business on April 22, 2024.

The discretion of the Beaver County Board of Commissioners will determine when the position will be filled.

GENERAL DESCRIPTION OF DUTIES

Under direct supervision, the purpose of the position is to provide clerical support work for assigned department or operating unit. Employees in this classification perform general clerical duties. Position completes duties such as answering phone calls and sorting mail. Performs related work as directed.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Scans checks for Sheriff, Prothonotary and Recorder of Deeds.
- Sorts incoming US Mail and any interoffice mail.
- Adds postage on all outgoing US Mail (includes Certified Mail)
- Logs in and monitors all incoming FED EX, UPS, Staples, Amazon daily.
- Monitors all vendors entering through the dock area.
- Sends out various UPS packages from County departments.
- Sends e-mails to departments informing them of when sorting of mail and FED EX, etc, is ready for pickup.
- Performs duties for Switchboard Operator as needed.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Clerical experience preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. 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 apply principles of persuasion and/or influence.

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; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

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

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

Physical Ability: Tasks involve 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. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.