

Beaver County, Pennsylvania

VETERAN'S OFFICE

POSITION TITLE: Administrative Clerk II

Classification Number: 270014*

DEPARTMENT

There is currently a full-time S1, Grade 3 Step 1 Administrative Clerk II position open in the Veteran's Affairs Office. Hourly rate of pay is \$12.40/ up to 35 hours per week.

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

GENERAL DESCRIPTION OF DUTIES

Under supervision, the purpose of the position is to provide secretarial and administrative support for the assigned unit or program area. Employees in this classification perform advanced clerical and administrative work. Position is responsible for preparing letters and reports, developing and maintaining record systems and processing information. Work is distinguished from the Administrative Clerk I classification by the greater complexity of assignments, full range of administrative skills required, and greater independent decision-making. Work is performed under the general direction of a supervisor and/or the administrator with latitude in applying judgment in setting priorities and handling unusual assignments. 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.

Prepares and processes various reports, forms, program and fiscal records, correspondence, meeting minutes, memoranda and other documents from copy, handwritten and electronic rough drafts, dictation or recording equipment, according to office practices and formats.

Answers, screens and forwards telephone calls or takes messages; coordinates meetings, schedules facilities for use; and makes appointments. Responds to inquiries and questions from customers

Reviews, completes, codes, tracks and files various forms, applications and records in accordance with established systems, practices, standards and time lines; sets up, maintains and updates in an accurate and timely manner various program and departmental filing and record keeping systems; pulls files necessary to support program and department activities.

Compiles data from various sources for administrative reports; checks math and data accuracy; maintains, tracks and manages funds; prepares management reports, and prepares data records and statistical reports.

Initiates and updates requisitions, purchase orders and invoices to verify quantities, cost, and related details; orders and inventories supplies and equipment.

Assists in orienting and training new employees engaged in filing, sorting, posting, registering or other routine administrative support work; and assigns and participates in the work of co-workers.

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

Administrative Clerk II

High school diploma or GED; supplemented by up to one (1) year previous experience and/or training involving office procedures; or an equivalent combination of education, training, and experience.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate, and/or tabulate data and/or information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply 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 and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires 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 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 communication 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.