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## Employee Job Description

Department: Children and Youth Services

Position Title: Clerk Typist I

Pay Classification: YCL 00-01 (Entry \$16.37/hr.)  
Moves to \$16.82/hr. after one year  
Includes 13 paid holidays, paid Vac., paid sick  
Full Insurance/Medical Benefits available  
County Pension Plan

Reports To: CYS Administrative Officer I and CYS Director/Assistant Director

Date of Job Description Creation/Update: 01/02/2024

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### **Overall Descriptions of the Position:**

This position performs professional clerical work for the Mercer County Children and Youth Services Department and staff.

### **Required Minimum Experience and Training:**

High School diploma or equivalency plus demonstrated office/clerical and computer knowledge required. Must be proficient in Microsoft Word, Excel and Outlook. Must possess a valid Pennsylvania driver's license. Two years' working experience in an office environment, county government or social service agency performing clerical duties, or any acceptable combination of equivalent training and/or experience.

### **Additional Position Requirements:**

- Standard hours of Work are M-F from 8:30AM to 4:30 PM with a ½ hour lunch (37.5 hrs./week)
- All Required Child Abuse Clearances
- Valid Driver's License
- Must have excellent customer service skills both in person and over the phone

### **Position Duties and Responsibilities:**

- Responsible for receptionist duties at the CYS Agency, which includes answering and routing incoming phone calls and greeting the public in a professional manner. Phone duty will be assigned among the clerical staff of the CYS Agency by the CYS Administrative Officer 1.

- Responsible for clerical duties specifically related to the CYS Program and staff.
- Responsible for assisting the CYS Administrative Officer 1 with assigned clerical duties, such as typing, filing, photocopying, etc.
- Responsible for typing and proofreading documents, such as Court Summaries, Court Orders, Family Service Plans, Placement Amendments, reports, grants, letters, office forms, memorandums, etc.
- Responsible for photocopying, filing and faxing reports, documents and correspondence as required.
- Will be responsible to assist and/or act as backup for the processing of all CYS mail. This shall include: 1. picking up, opening and processing of all incoming mail; 2. Stamping and processing all interoffice mail; and 3. delivery of all outgoing mail to the mailroom at the Courthouse as scheduled daily.
- Will be responsible to assist and/or act as backup for CAPS implementation.
- Will be responsible to assist and/or act as backup for setting up and maintaining all CYS case records. This will include filing of client related documents, correspondence, memos, meeting minutes, etc. As such incumbent must have a good knowledge of appropriate filing techniques and be able to retrieve documents filed.
- Performs other clerical duties as assigned by the CYS Director, CYS Associate Director and/or CYS Administrative Officer 1.

### **Physical and Mental Requirements:**

- The ability to lift 10 to 15 lbs. on a regular basis and 20-50 lbs. on an occasional basis.
- Must possess the ability to record, convey and present information, explain procedures and follow instructions.
- Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching, as necessary to carry out job duties. Job is primarily sedentary work.
- Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs; torso necessary to carry out duties of job.
- Must be able to type with an average to high level of speed and a high level of correctness.

### **How to Apply:**

Please send a completed and signed standard County application, a letter of interest, salary history, resume, and three references to the following:

Mercer County Human Resources Dept.  
125 S. Diamond St., Suite 17  
Mercer, PA 16137

**Deadline to Apply: May 17, 2024**