

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

7 OFFICE ASSISTANT SR. (PART TIME) – MCCF
\$15.3179/hr – 22.5 hrs/wk.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 01/25/24

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: **Part-time Office Assistant**

PURPOSE OF CLASSIFICATION

The purpose of this position will be to provide support to program staff within Monroe County Correctional Facility. Areas of responsibility include but are not limited to: provide customer service; manage mailing lists and reporting databases; handle website entry and update; produce and manage publications; provide communications support; provide general clerical support. First contact for phone calls and office visits by clientele.

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.

Greet customers, provide information and/or refer as appropriate. Receives and screens incoming telephone calls; routes calls and/or takes messages as necessary. Excellent interpersonal and communication skills are essential.

Must be flexible in work schedule and able to work weekends as needed.

Utilizes various office equipment such as personal computer, fax machine, photocopier, video conferencing equipment and other equipment as necessary to perform daily duties; uses various computer software in the preparation of documents and reports, including Word, Outlook, Publisher, PowerPoint, Filemaker, and Excel.

Proficient in the use of internet searches, file formats, document retrieval, and email. Updates and maintains databases such as mailing lists, contact lists and client information. Maintains Extensions website and has a broad knowledge of emerging social media.

Prepare documents, meeting materials, as well as correspondence and news releases. Maintain confidential and/or sensitive information and materials. Compose written communication. Proofread documents for grammar, spelling, and punctuation.

Familiarity with United States Postal Service regulations and postage guidelines.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High School diploma or GED.

One (1) year of previous experience and/or training involving general office and/or clerical functions; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Knowledge of and experience with Cooperative Extension strongly preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to learn procedures that will require transfer of common office programs including Microsoft Word and Excel.

Human Interaction: Requires the ability follow instructions, work satisfactorily with office staff and interact effectively with the public.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of office equipment such as computer, fax machine, photocopier, shredder, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to maintain good verbal skills with the public and staff.

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

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves routine standardized work under the direction of full-time administrative/ clerical staff.

Situational Reasoning: Requires the ability to follow instructions and protocols as described by full-time administrative staff.

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.