

PLEASE POST !!!

## **OPEN POSITION**

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

**10 ADVANCED TECHNICIAN – MCCF**  
**\$17.1069/hr – 37.50 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: 06/04/24

REMOVE: OPEN UNTIL FILLED

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: CORRECTIONAL FACILITY ADVANCED TECHNICIAN**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform accounting/secretary duties for the Monroe County Correctional Facility and make presentations to task groups and other offices and officials in the completion of County accounting/secretary tasks. This classification also performs other financial projects as assigned.

### 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.**

Performs accounting; prepares and codes account numbers on invoices; assists with entering data to inmates' financial accounts, assists with duties relating to accounts payable, accounts receivable and general ledger; balances ledgers and generates appropriate reports.

Reviews general ledger transactions to verify proper coding; corrects and adjusts as necessary; updates and corrects inmate account details; supports and documents all entries; prepares analyses as needed.

Assists with designing and maintaining budget, actual, and center analysis formats; develops, reviews, and maintains spreadsheets and database reports.

Prepares financial and other reports for monthly, quarterly, and annual use; prepares bank reconciliations; calculates entries for year-end adjustments; ensures all reports are accurate and complete

Reviews cash deposits, money orders, work release inmate pays performed by other staff.

Assists external auditor with annual audit.

Handles and maintains any correspondence with the Treasurer's Office.

Prepares special reports at the request of the Controller.

Prepares and maintains correspondence and reports with the State regarding ESCHEATS.

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.

Utilizes various office equipment such as personal computer, mainframe, fax machine, photocopies, and other equipment as necessary to perform daily duties; use 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.

Attends staff meetings.

## ADDITIONAL FUNCTIONS

Files and maintains reports, audits, letters, and papers.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting or closely related; supplemented by three (3) years experience and/or training in general accounting that includes supervisory experience; 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 perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

**Human Interaction:** Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.

**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 variety of reference, descriptive and advisory data and information such as financial statements, statutes, procedures, guidelines and non-routine correspondence.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; may require the ability to perform mathematical operations with fractions.

**Functional Reasoning:** Requires the ability to apply principles of influence systems such as supervision, and coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

## 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 pulling of objects weighing five to ten pounds. Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. 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.