

## JOB POSTING

<b>Department:</b>	Fiscal Unit
<b>Organization:</b>	Monroe County Children & Youth Services
<b>Job Code / Title:</b>	L0380 Fiscal Technician
<b>Position Number:</b>	0003
<b>County:</b>	Monroe
<b>Headquarter City/Address: (Work Location)</b>	730 Phillips Street Stroudsburg, PA 18360
<b>Type of Job:</b>	Civil Service - <b>IF NOT A CURRENT OR FORMER CIVIL SERVICE EMPLOYEE APPLY AT <a href="http://www.employment.pa.gov">www.employment.pa.gov</a></b> <b>If not posted at the time you must sign up for alerts to be notified of future postings. Please contact Donna Ace at <a href="mailto:dace@monroecountypa.gov">dace@monroecountypa.gov</a> for further assistance.</b>
<b>Union:</b>	Yes
<b>Bargaining Unit:</b>	PSSU
<b>Seniority Position:</b>	YES
<b>Type Position:</b>	Permanent / Full-Time
<b>Salary Range:</b>	\$36,084.56
<b>Pay Range &amp; Step:</b>	33 / None
<b>Posting Length:</b>	Until Filled
<b>Posting Dates:</b>	10-03-2023
<b>Supervisor / Number:</b>	Ann Howard 3241
<b>Additional Information:</b>	Work Hours are 8:30 to 5:00 Monday-Friday (75 hrs bi-weekly).
<b>Job Description:</b>	See attached
<b>Last Date Job Applications Will Be Accepted:</b>	When Filled.

### RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Civil Service Lists (Fill by examination in accordance with collective bargaining)
- Promotion Without Examination/Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

### ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

One year as a Fiscal Assistant or three years of work involving the maintenance of fiscal or financial records, including one year of responsible work which involves the application of accounting or fiscal principles and practices; and graduation from high school; or one year of experience in maintaining and reviewing fiscal records and an associate degree in accounting or business administration; or any equivalent combination of experience and training.

2. State Civil Service Commission Approved Additional Special Requirements: None
3. Must be a resident of Pennsylvania.
4. Must be eligible for selection in accordance with Civil Service rules.

## **ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:**

### **CLASS RESTRICTIONS**

1. Have held regular civil service status in one of the following classifications:
  - L0360 Fiscal Assistant
  - For any other classifications, a determination will be made to whether a logical occupational functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for the posted position.

### **SELECTION CRITERIA**

2. Meet the minimum experience and training required for the job.
3. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet.
4. Seniority, defined as a minimum of one (1) year(s) in the next lower class(es).

### **APPLICATION INSTRUCTIONS**

5. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How To Apply" section.
6. Additional information may be obtained by calling: 570-420-3590 ext. 3259

This section is issued for compliance with Management Directive 580.19, Promotion in the Classified Service without Examination.

### **HOW TO APPLY – ALL CANDIDATES:**

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.