



JOB DESCRIPTION

JOB TITLE: On Call/Scheduled Part-Time Secretary/Clerk II

DEPARTMENT: Potter County Treasurer's Office

SUPERVISOR'S TITLE: Potter County Treasurer

JOB CLASS: Union Class III, Level 2

On Call/Scheduled Part-Time Secretary/Clerk II

GENERAL DESCRIPTION

The On Call/Scheduled Part-Time Treasurer Secretary/Clerk II is responsible for assisting the Treasurer and the 1st Deputy of Potter County, by performing duties such as handling cash flow through the County to include, but not limited to, tax monies received from the individual Tax Collectors and the Tax claim Bureau of Potter County, the Retirement Fund for County employees, the Hotel Excise Tax Fund, and the Potter County Human Services. The Treasurer's Office is also an Agent for the Commonwealth, which is responsible for the issuing and reporting of dog licenses, hunting licenses, fishing licenses, pistol permits, small games of chance licenses, and bingo licenses.

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

An On Call/Scheduled Part-Time Treasurer Secretary/Clerk must be reliable, have exceptional public relations skills, organizational skills, data entry skills, and fully able to fulfill responsibilities that ensure professional and efficient operations of the Treasurer's office.

THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Maintain an accounting unit engaged in reviewing, posting, and processing a variety of financial or audit documents
- Perform the duty of cashier involving the receipt of a considerable volume of money over the counter and through the mail
- Assist Treasurer and 1st Deputy in establishing and maintaining cooperative working relationships with various agencies

GENERAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED, TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Perform public relations duties as required
- Compose letter, reports, contracts, transmittals, vouchers, and itineraries on computer and on paper when required
- Dispense information, which may be susceptible to misunderstanding or misuse using substantial discretion and judgment
- Report unusual conditions or questionable item to the Supervisor
- Obeys all safety rules and regulations
- Keeps work area clean and orderly



JOB DESCRIPTION

- Other responsibilities and/or duties as assigned or requested by Supervisor

QUALIFICATION REQUIREMENTS

KNOWLEDGE AND ABILITIES:

- Ability to perform effectively in a wide variety of clerical functions and in dealing with the public
- Able to maintain strict confidence and responsibility
- Ability to file, accounting, and reviewing and compliance with computer generated reports
- Must be able to multi-task and keep track of details
- Ability to work independently within standard operating procedures and legal requirements
- Adapt to sudden changes in daily routine
- Ability to use time management skills
- General knowledge of various office equipment

EXPERIENCE AND TRAINING:

- High School diploma or GED required
- Additional business school training preferred
- Experience in responsible clerical work preferred
- Computer literacy and keyboarding abilities
- Effective written and verbal communication skills
- Effective time management, organizational and problem solving skills
- Effective interpersonal and conflict resolution skills
- Willingness to attend trainings related to job position

PHYSICAL REQUIREMENTS:

- Ability to lift light storage boxes (20 lbs.)
- Ability to work under and meet deadlines
- Ability to sit for extended periods of time
- Ability to frequently stand and walk
- Normal manual dexterity and hand-eye coordination
- Corrected hearing and vision to normal range
- Verbal communication

ADDITIONAL REQUIREMENTS:

- Possession of a valid Pennsylvania driver's license
- Must satisfactorily pass criminal record check and be bonded to the office holder

HOURS: Part-Time position with flexible hours.

The exact hours to be worked will be determined by the Supervisor with input from the employee.

PAY RATE AND BENEFITS: Pay rate and benefits are based on the union contract.