

TEAMSTERS JOB VACANCY

POSITION: FULL TIME SECRETARY II 2 Positions available

WHERE: JUVENILE PROBATION and COST OFFICE

SHIFT: DAY 75 Hours per pay period

QUALIFICATIONS: See Attached

SALARY: \$22,727

REMARKS: Any vacancy in a permanent post within the bargaining unit which the Employer intends to fill shall be posted for bid pursuant to this Article. (REF. ARTICLE XI Section 1. NORTHUMBERLAND COUNTY EMPLOYEES' AGREEMENT)

POSITION WILL REMAIN POSTED UNTIL 7-31-23.

REQUEST MUST BE MADE IN WRITING.

Interested Candidates should send resume to Tim Heitzman, CHIEF PROBATION OFFICER



JUVENILE PROBATION & COST OFFICE SECRETARY II

Amenities:

The County of Northumberland offers a full benefits package to employees including health insurance, prescription, vision, dental, vacation, holiday, sick, personal time, and retirement.

Position Summary:

This position involves confidential clerical and administrative duties which involve varied and moderately complex work methods and functions.

An employee in this class performs a variety of functions. Work normally involves the application of initiative and independent judgment to procedural questions which are encountered, although decisions made are limited by established precedents and County policies. Work is reviewed by a superior for content and accuracy. The employee, because of the nature and confidentiality of the subject frequently dealt with, is required to exercise discretion, independence, and judgment.

What You'll Do:

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Opens and disburses mail; assembles related material for use by supervisor in answering mail; may answer routine inquiries requiring interpretations of department regulations. Prepares outgoing mail.

- Greet visitors and callers, handle their inquiries, and direct them to the appropriate people according to their needs.
- Maintain scheduling and event calendars, takes minutes in conferences or meetings. Compose, type, and distribute meeting notes, routine correspondence, and reports.
- Answer public inquiries, attempts to resolve complaints, and refers more complex complaints to appropriate officials.
- Maintains files of personnel records, reports, documents, job bids, correspondence, and other material.
- Collect and disburse funds from cash accounts and keep records of collections and disbursements.
- Conduct searches to find needed information, using such sources as the Internet.

Job Requirements/Skills & Abilities:

- Job duties may not necessarily be limited to the above duties. May temporarily perform other duties assigned to maintain operations and services.
- May be required to handle payments of fines and costs, including cash, money order and online payments. May per required to do back statements and deposits and reconcile accounts.
- Considerable knowledge of business communications, spelling, punctuation, and office procedures.
- Ability to operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications, operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
- Ability to meet and deal effectively with associates and the public. Good
- Interpersonal skills a must.

Minimum Training & Experience:

- Completion of High School degree or equivalent.
- One to two years of secretarial and general clerical experience.
- A valid PA Driver's License and personal transportation.

Employment Category:

- Full Time

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to successfully do the job.

