

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

Bulletin 101

POST DATE: October 18, 2023

APPLICATION DEADLINE DATE: Until Filled

POSITION: Administrative Assistant

DEPARTMENT: WIOA

RATE OF PAY: \$ 14.33 per hour

HOURS WORKED: 8:30 a.m. to 4:30 p.m., Monday to Friday

Applications to be filed with Human Resources Department – County Administration Building

by mail: Carbon County Human Resources, PO Box 129, Jim Thorpe, PA 18229, or

email: carbonhr@carboncounty.net

BENEFITS: Highmark BC/BS, Vision, Delta Dental and Life Insurance. (First of the month following sixty (60) calendar days)
County Retirement Plan. Aflac, optional.
Paid time off – Holiday from start. Vacation, Sick, Personal (after completion of six (6) month Initial Employment Period)

OVERALL OBJECTIVE OF JOB: To perform specialized and confidential clerical, administrative duties within the department to ensure efficiency of the office operation.

QUALIFICATIONS:

EDUCATION/TRAINING: High school diploma or equivalent.

WORK EXPERIENCE: 2-3 years working experience in office environment.

ESSENTIAL FUNCTIONS OF JOB:

1. Serve as point of contact for multiple facets for the Workforce Development Board, which may include WIOA or EARN based programs as needed.
2. Maintains files, plans, agreements and prepares letters, forms, reports and other correspondence as needed.
3. Answers public inquiries or directs callers to appropriate individual.
4. Prepares legal notice to advertise meetings, request for proposals, and any other legal notifications as required.
5. Arranges Workforce Development Board meetings and reservations as well as completes other details as necessary.
6. Creates individual vouchers for payment of all invoices for the Workforce Development Area (Carbon, Monroe, Pike and Wayne Counties).
7. Weekly Printing of checks, complete accurate data entry for financial transactions, archive documentation for proper record-keeping, and secure necessary approvals and signatures for all weekly voucher and checks.

PHYSICAL REQUIREMENTS:

1. Must possess ability to record, convey and present information, explain procedures, follow instructions pay close attention to details and concentrate on work.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching, stooping and grasping as necessary to carry out job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out job duties.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of thirty-five pounds.
5. Must demonstrate emotional stability.
6. Must be able to cope with the physical and mental stress of the position.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language and to follow oral and written instructions. Must possess good communication and interpersonal skills.
2. Must possess initiative and problem-solving skills.
3. Must possess ability to function independently, have flexibility and personal integrity and the ability to work effectively with clients, co-workers and others.
4. Must possess ability to maintain confidentiality in regard to client information and records.
5. Must possess the technical knowledge or operating personal computers, photocopier, fax machine, scanner, and other office equipment as necessary.
6. Must possess the technical knowledge or utilizing Microsoft Office applications including but not limited to Outlook, Word, Excel, PowerPoint, Teams, OneDrive, SharePoint, Adobe Pro or Zoom, as well as other web-based applications.
7. Must possess ability to perform a variety of secretarial and administrative practices and procedures.
8. Must possess ability to establish and maintain filing system.
9. Must possess some knowledge of legal system and ability to assist in preparation of legal documents.
10. Must possess ability to interpret and apply county personnel policies and procedures.

WORKING CONDITIONS:

1. Works indoors with adequate workspace, temperatures, ventilation and lighting.
2. Normal exposure to noise and stress, but subject to frequent disruptions.
3. Normal indoor exposure to dust/dirt.

AN EQUAL OPPORTUNITY EMPLOYER