

**Beaver County, Pennsylvania
CLASS DESCRIPTION**

**POSITION TITLE: Secretary
CLASSIFICATION NUMBER: 575005*
DEPARTMENT: Juvenile Services**

There is currently one (1) Full-Time S2 Grade 5 position open in the Juvenile Services Department.

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to provide clerical and secretarial support in the assigned operating unit or department. Employees in this classification perform office support work. Position is responsible for answering telephone calls, coordinating meetings and facility use, preparing letters, memos, correspondence and reports as directed, recording payments, completing purchase orders and ordering supplies. Performs related work as directed.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Answers, screens and responds to incoming telephone calls. Relays messages, provides information to callers or refers to appropriate person or agency. Learn and be proficient with our electronic databases.

Prepare legal documents, summaries, petitions for expungement, PennDot Forms, and other Court related documents. Process Custody Orders and create custody files. Enter and create warrants in CPCMS.

Prepare letters, forms, correspondence, and meeting minutes. Coordinates meetings and facility use.

Record payments and register clients for Positive Transitions, Processing and docket Orders. Prepare Orders for Juvenile Hearing Officer and Judge. Docketing orders in CPCMS once completed.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by up to two (2) years previous experience and/or training involving general office procedures; or an equivalent combination of education, training, and experience.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

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 wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.