VACANCY NOTICE

Beaver County Office on Aging

Local Government Personnel

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The next lower classes for this position are: Clerk Typist 1, Clerk 2. For any other class titles applications will be reviewed to determine if employees previously held regular status or currently hold regular status in a class for which there is a logical occupational functional or career development to the posted position or if there is a clear linkage between the required knowledge, skills and abilities of the previously or currently held class with those needed for the posted position.

1. Meet the agencies definition of meritorious service & seniority, which are:

2. Meritorious Service-applicants must lack any form of discipline above the level of a written reprimand one year prior to the closing date of this vacancy notice.
   Seniority – a minimum of one year in the next lower class (es) by the closing date of the posting.

Minimum Requirements

- You must pass the multiple choice and typing test.

HOW TO APPLY:

Candidates applying must submit a letter of intent along with an updated resume to: Linda Hall @ Beaver County Office on Aging, 1020 8th Avenue, Beaver Falls, PA 15010 by 4:30 p.m., April 21, 2011.

Applications/resumes received or postmarked after the closing date will not be accepted.

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.

Additional information can be obtained from Linda Hall, 724-847-2262.

Beaver County Office on Aging	**Position:** Clerk Typist 2 – **Reports To:** Operations Support Manager **Approval:** **Date:**
The mission of the Beaver County Office on Aging is to minister to the diverse needs of it's aging population by identifying the needs in the communities, insuring the provision of quality services, preserving the dignity of the individual, and advocating for their rights.	

Summary:

The incumbents perform a variety of clerical support such as typing agency correspondence, reports, filing, and answering the telephone. Work may also involve greeting visitors, sorting mail, developing charts and spreadsheets, and entering computer information on reports documenting agency work activity or consumer information. Work is reviewed through periodic meetings, conferences, and written reports, for adherence to Federal and State rules and regulations, and agency policy and procedures.

Duties and Responsibilities:

1. Processes referrals that are mailed, faxed or personally delivered; reviews to assure necessary fields are properly completed.
2. Processes paperwork for various programs and services.
3. Enters consumer information and service delivery into the computer system .
4. Proof read State reports, documents correspondence and check for accuracy.
5. Exports and imports data into the statewide database.
6. Greets visitors, determines the nature of their visit
7. Answers a multi-line telephone and routes calls accordingly or takes messages.
8. Files documents and maintains filing system.
9. Makes copies of correspondence, forms and other printed material and replenishes various forms and collates, sorts, hole punches and staples accordingly and prepares forms into case folders.
10. Receives, opens, stamps, sorts, distributes mail, and prepares outgoing mail, including e-mail and faxes. Occasionally does the Courthouse run to pick-up and deliver mail and interoffice correspondence. Deliver MA-51 forms and other documents to DPW.
11. Participates in cross training, works with volunteers and provides back up as needed.

12. Makes telephone calls to providers and participants, as needed.
13. Schedules participant appointments.
14. Replenishes paper and handles paper jams; replaces toner cartridge in fax, copiers and printers.
15. Assists IT department with tracking and ordering supplies.
16. Creates flyers, posters, tables, charts, forms; formats documents and reports.
17. Takes, prepares and distributes meeting minutes
18. Occasionally fuels agency vehicles and takes or retrieves vehicles for maintenance.
19. Performs related tasks and duties as assigned by the Operations Support Manager.

Essential Functions:

- Communicate effectively both orally and in writing.
- Work independently and handle multiple tasks.
- Understand and follow oral and written instructions.
- Plan and organize personal workload.
- Maintain consumer confidentiality.
- Possess and use good listening skills.
- Maintain positive/professional working relationships with participants, their supports, BCOA staff and other community agencies.
- Safely operate a motor vehicle and maintain a valid drivers license.
- Understand/clearly explain laws, regulations and directives
- Operate multi line phone, computer (desktop and laptop), printer, fax and copier.

Signature _____ **Date** _____

_____
Printed Name

_____ **Date** _____
Signature of Supervisor