

# Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Clerical Support Staff/ 80006948
Type Position:	Full Time
Salary Range:	\$13.98 per hour
Posting Length:	15 days
Posting Dates:	10/1/24 to 10/15/24
Contact Name / Number:	Casey Zuchowski ; 570-723-8205 or Marlo Carl; 570-723-8204
Job Description:	See Attached Job Description

## ELIGIBILITY -- ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Possession of the required knowledge, skills and abilities.

2. Approved Additional Special Requirements: None

## HOW TO APPLY -- ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 10/15/2024. Late applications will not be accepted.

1. Completed Tioga County Employment Application. The application must provide details of experience and training as related to the minimum experience and training requirement for the vacancy so eligibility can be determined.

If interested in applying, please send applications to:

Attn: Human Resources, 118 Main Street, Wellsboro, PA 16901

Applications can also be emailed to: [mcarl@tiogacountypa.us](mailto:mcarl@tiogacountypa.us)

TIOGA COUNTY DEPARTMENT OF HUMAN SERVICES IS AN EQUAL OPPORTUNITY  
& AFFIRMATIVE ACTION EMPLOYER

# JOB DESCRIPTION

1. Name of Employee (Last, First, MI)	2. Employee Number	Position Number
---------------------------------------	--------------------	-----------------

3. Department Family Services	Bureau	Division	Headquarters	Organization Code
----------------------------------	--------	----------	--------------	-------------------

4. Class Title Clerk Typist 1	Working Title Clerical Support Staff	Class Code
----------------------------------	-----------------------------------------	------------

5. Regular Work Schedule Start Time: <input type="text" value="8:00"/> Lunch Length: <input type="text" value="0.5"/> End Time: <input type="text" value="4:00"/> Hours/Week: <input type="text" value="37.5"/>	Position is: <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary														
Reports to:    Name    Class Title Cori Martin    Eligibility Supervisor															
Days Worked (check all that apply): <table style="width: 100%; text-align: center;"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td> </tr> <tr> <td></td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td></td> </tr> </table>		S	M	T	W	Th	F	S		X	X	X	X	X	
S	M	T	W	Th	F	S									
	X	X	X	X	X										
Explain any schedule variations:															

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

### FAMILY SERVICES DEPARTMENT CLERICAL SUPPORT STAFF

The Family Services Clerical Support Staff performs general clerical duties in support of the Children and Youth Unit as well as any other departments in need of assistance. Work involves typing, filing, answering phones, scanning documents, posting and sorting mail, and assisting in processing a variety of documents. All functions are performed within established procedures and guidelines, and instruction is provided for new assignments.

**Essential functions:**

- Answers and routes incoming calls.
- Greet visitors arriving to facility.
- Makes comer entries of CYS consumer information.
- Types reports, forms, correspondence, and other material.
- Scans documents into consumer file.
- Faxes and / or mails consumer information to proper party after verifying the existence of a properly executed release.
- Sorts and distributes program's incoming mail.
- Maintains and monitors client statistical data and compiles data for reports.
- Complies with HIPAA privacy and security regulations that govern disclosure of protected health information (PHI)
- Maintains supply order lists and makes orders as required.
- Distribute and file documents and correspondence.
- Other duties as assigned.

All tasks are expected to be completed accurately, completely, and on a timely basis per timeliness established for the task.

**HIPAA Access Level:**

Clerical Staff – Individuals with this access level shall have access to PHI within their department for the purpose of assembling, maintaining, and distributing electronic and paper client records to internal department staff. Clerical staff whose primary function is that of a Receptionist will have limited access to PHI. Their access will be limited to information required to link a client/consumer with a worker.

7. Briefly describe how work is assigned to this position and how the work is reviewed.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

9. Attach an Organizational Chart identifying all reporting relationships for this position.

**CERTIFICATION**

I certify that to the best of my knowledge all statements contained within the job descriptions are correct: This job description consists of \_\_ pages. (count this form as 1 page)

Employee's Signature _____	Class Title _____	Date _____
Immediate Supervisor's Signature _____	Class Title _____	Date _____
Reviewing Officer's Signature _____	Class Title _____	Date _____

