

# Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Clerk Typist 2 / 80006948
Type Position:	Full Time
Salary Range:	\$13.83
Posting Length:	15 days
Posting Dates:	5/18/23 to 6/01/23
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:

Six months as a Clerk Typist 1 and educational development to the level of the eighth grade;

or

Completion of a high school business curriculum which included at least one typing course;

or

Any combination of equivalent experience and training.

2. Approved Additional Special Requirements: None

## HOW TO APPLY -- ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 6/1/2023. 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 II		Working Title Clerk Typist II – Eligibility Unit	Class Code					
5. Regular Work Schedule		Position is:						
Start Time: 8:00	Lunch Length: 0.5	<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Permanent					
End Time: 4:00	Hours/Week: 37.5	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary					
Days Worked (check all that apply):		Reports to: Name Class Title						
S	M	T	W	Th	F	S	Cori Martin	Eligibility Supervisor
	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**  
Clerk Typist II  
Position B  
Eligibility Unit

The Family Services Clerk Typist is responsible to the Eligibility Supervisor and provides general support duties in the department. The Family Services Department is responsible for the operation of intake, linking, referral, and monitoring of services in Children & Youth. The functions of the Children & Youth Child Protective Services Unit reside in this department. The Department provides Children & Youth case work services for each public-funded client in the Human Services Agency System.

The Family Services Eligibility Unit Clerk Typist II is responsible for the completion of the essential functions of the job:

**IV-E/TANF:**

- Create eligibility file for all open and placed C&Y, SPLC, adoption, and JPO youth to document and track IV-E eligibility.
- Create eligibility file for all open C&Y youth to determine and document TANF eligibility.
- Start adoption file.
- Enter TANF unit production data into CAPs TANF invoice program from report generated by IT Services.
- Collect and copy required data from workers in above departments (Family Services, JPO) for eligibility file.
- Review court orders and data for correct language and documentation.
- Review, complete as needed with information from caseworkers, track, and route eligibility forms (TANF, CY60, CY61, CY61A's, CY61C's, pink slips). Forward original forms to workers, copies for eligibility file, fiscal, CAO – as needed, pink slips e-mailed to eleven staff.
- Utilize eligibility forms in CAPs as available.
- Update and maintain eligibility file using information from eligibility forms, reports and information from workers.
- Update and maintain eligibility database.
- Send reminder notices to workers regarding missing information/documentation for eligibility file.
- When the paralegal is out process court papers.
- Identify appropriate cost centers for incoming bills for the department.
- Serve as back up staff for Administration reception.
- Serve as back up for FS receptionist on an as needed basis.

- Mail run to Administration according to rotation schedule.
- Prepare and route HMO/PCP selection forms to MAXIMUS. Original is given to the worker, copies are made for Eligibility Supervisor, and eligibility file.
- Serve as back up to HMO liaison for county.
- Enter CORE reports as authorizations into CAPS
- Pull and prepare files for audits.
- Update and Maintain correct records in CAPS for Adoption and SPLC cases.
- Input and maintain AFCARS AG tab under Members in CAPS.
- Update and sustain AFCARS FC tab for children in placement in CAPS.
- Inform and conserve relationships in Members of CAPS.
- Update the Removal tab in CAPS with the Permanency Review Dates in CAPS.
- Collect court orders and update CAPS under the Legal tab.
- Correct any errors found on AFCARS data.
- 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 _____

