

**CLARION COUNTY  
COMMISSIONERS OFFICE  
HELPER**

**POSITION:** Helper  
Full Time, 80 hours per pay

<input checked="" type="checkbox"/> External
<input checked="" type="checkbox"/> Internal

**DEPARTMENT:** Commissioners, Clarion, PA

**PAY RANGE:** \$14.00/hour

**BENEFITS:** Up to family coverage for health, dental, and vision insurance effective first of the month after date of hire (employee pays 12.5% of premium, county pays 87.5%). \$1,500 stipend if you do not need the county insurance. Life insurance coverage at no cost to employees. 5 Vacation days first year, 10 vacation days starting second year, 3 personal days per year, 10 sick days per year, 13 paid holidays off. Enrollment in Clarion County's Pension plan (vested after 5 years, eligible to retire at 55 with 20 years of service).

**POSTING DATE:** Wednesday, May 25, 2022

**DEADLINE TO APPLY:** Wednesday, June 8, 2022, at 4:00 PM.

**QUALIFICATIONS:** High school diploma or equivalent and a valid driver's license.

**HOW TO APPLY**

A County application is required to be considered for the advertised vacancy.

Applications are available at:

[www.co.clarion.pa.us/how\\_do\\_i/apply\\_for/employment\\_opportunities/index.php](http://www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php)

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**OVERALL OBJECTIVE OF JOB**

This position performs an array of functions to help Clarion County with its projects and goals. Position performs standardized duties that follow established methods and procedures. Employee is expected to perform with limited guidance after the work process is learned and on regular assignments. Position is assigned to work in various county departments as needed.

**ESSENTIAL FUNCTIONS OF JOB**

1. Provide assistance in any department as required.
2. Readily communicates to the applicable supervisor on progress with any duties.

Depending on the department assigned to, the Helper position may be required to perform different duties, including but not limited to:

1. Input data into computer programs accurately.
2. Greet visitors, direct individuals to proper office locations, take information.
3. File and retrieve materials from files, utilizing the filing method established in the office in which work is performed.
4. Prepare outgoing mail, process, and record incoming mail.
5. Operate computers, copiers, scanners, fax machines, and other office equipment as needed.
6. Administrative and technical work in the office.

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OTHER DUTIES OF THE JOB

1. Attends trainings and meetings as required.
2. Utilizes computer and other office equipment as needed.
3. Utilizes Microsoft Office programs.
4. Travels as needed.
5. Performs other job-related work as required.

SUPERVISION RECEIVED

Reports directly to the Chief Clerk. Receives supervision in carrying out routine day to day tasks from assigned department heads.

SUPERVISION GIVEN

None.

WORKING CONDITIONS

1. Works indoors in adequate workspace, lighting, temperatures, and ventilation with normal exposure to dust/dirt, noise, disruptions, and stress.
2. Works in conditions of potential outbursts or disruptive behavior of individuals.
3. Works outside the office and is exposed to above average dust/dirt/odors and smoke along with adverse environmental conditions, such as pollen, odors, wetness, humidity, rain, snow, fumes, temperature, and noise extremes.
4. Subject to periodically working different shifts or beyond normal hours as required.

PHYSICAL AND MENTAL CONDITIONS

1. Must be able to adapt to differing work environments and requirements.
2. Must possess the ability to record, convey, and present information, explain procedures, and follow instructions.
3. Must be able to sit, stand, or drive for long periods throughout the workday, with frequent periods of bending, twisting, and reaching as necessary to carry out essential duties of job.
4. Tasks require the ability to exert very moderate physical effort, typically involving some combination of stooping, kneeling, crouching, and crawling, and may involve some lifting, carrying, pushing and/or pulling objects and materials of moderate weight (30 pounds).
5. Tasks will require the ability to walk, sometimes on rugged terrain.
6. Must be able to wear personal protective equipment including but not limited to masks, goggles, gloves, or face shields for long periods of time.
7. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
8. Must be able to cope with the physical and mental stress of the position.
9. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS

EDUCATION/EXPERIENCE

1. High School Diploma or equivalent.
2. Must possess a valid driver's license.

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Clearances:

- Must have acceptable results on all criminal background checks including Act 34 PA State Police Criminal History, Act 151 PA Child Abuse, Drivers Background Check, and FBI clearances.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner to carry out essential job duties.
  2. Must possess a willingness to learn and perform new tasks, procedures, and functions.
  3. Must be able to adapt to various offices and working conditions and to work with multiple supervisors.
  4. Must be able to perform within prescribed department procedures, maintain harmonious working relationships, and function according to work practices and conduct.
  5. Must be able to understand and follow oral and written instructions.
  6. Must possess effective communication and interpersonal skills.
  7. Must have the ability to interact effectively with the general public, co-workers, government officials, and any other individuals encountered on the job.
  8. Must possess ability to function independently with minimal supervision.
  9. Must possess ability to maintain strict confidentiality.
  10. Must possess ability to operate personal computer and related software, to type and utilize other office equipment, and to prepare required materials.
  11. Must possess ability to make accurate observations and documentation.
  12. Must have transportation available and a willingness to travel for work-related job duties.
  13. Must be able to maintain accurate records, reports, and files.
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A County application is required to be considered for the advertised vacancy.

Applications are available:

- Online by visiting:  
[www.co.clarion.pa.us/how\\_do\\_i/apply\\_for/employment\\_opportunities/index.php](http://www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php)
- In-Person by visiting the Clarion County Human Resource Office on the 2<sup>nd</sup> floor of the Administration Building located at 330 Main Street, Clarion, PA 16214
- By fax or e-mail. You must contact the Clarion County Human Resource Office by calling 814-226-4000 EXT 2909 to share your e-mail or fax number.

DEADLINE TO APPLY: Wednesday, June 8, 2022, at 4:00 PM.

*WE ARE AN EQUAL OPPORTUNITY EMPLOYER*  
CLARION COUNTY IS A DRUG FREE WORKPLACE

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT AT 814-226-4000 EXT 2909 FOR ASSISTANCE.

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