Administrative Specialist:
PFA / Personal Property Division

Department: Sheriff

DESCRIPTION

This is a full performance position at a moderately complex level. Work involves a variety of clerical duties which are technical in nature. Typical responsibilities include performing daily clerical duties. Should be dependable, competent, energetic, efficient and continually strive for excellence in order to carry out the duties and functions of the Sheriff's Office on a daily basis. This position requires a person to be a mission essential employee who must report to the office after hours, in the event of a County emergency situation.

REPORTING RELATIONSHIPS

One of six Clerical positions who answer to the Office Manager, Chief Deputy and Sheriff.

ESSENTIAL JOB FUNCTIONS

The following are, but not limited to, the essential functions of an Administrative Specialist:

- Provide exemplary customer service, accurate information and documentation to the public
- Communicate effectively and tactfully with the pubic in person or on the telephone
- Enter data in the computer programs, process documents, perform general office duties and answer and direct telephone calls
- Review correspondence
- Perform simple math calculations
- Process requests and documents
- Provide assistance to court personnel both in Lycoming County and outside of the county
- Process and accurately maintain civil and criminal documents and possess cross-training skills and abilities for all clerical divisions to work directly for the Office Manager, Chief Deputy and Sheriff.

SPECIFIC DUTIES

- Receive, docket and process Protection from Abuse Orders/final orders/continued and modified orders/ denied orders/vacated and dismissed orders
- Maintain accurate protection from Abuse reports
- Maintain accurate records of weapons confiscated on protection from abuse orders
- Receive, docket and process Writs of Execution/Personal Property/Levy
- Receive, docket and process Garnishments/Interrogatories
- Receive, docket and process Notices of Intent/Wage Attachment
- Schedule Personal Property Sheriff Sales/Prepares notices of sale and levy sheets and bills of sales
- Receive, docket and process Inmate Transportation Orders/commitments/hearing and sentencing notices/mental health/trial
- Reconcile checking account quarterly
- Balance end of day receipts quarterly
- Attend public relations events
- Assist with the public

- Assist with issuing Licenses to Carry
- Cross Train with other clerical divisions
- Perform other duties as assigned by the Office Manager, Chief Deputy or Sheriff. Perform duties both while standing and sitting for extended periods of time.

WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

This position is primarily sedentary, in an office environment. However, walking and/or standing for extended periods may be required. Incumbent must be able to lift items/materials weighing 25 pounds or less.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficient in the use of all office equipment
- Possess sufficient knowledge and ability to prepare standard business forms, correspondence, files and data maintenance
- Able to perform a variety of complex clerical, bookkeeping and accounting tasks including bookkeeping and record keeping
- Possess good communication skills
- Adhere to established safety and security procedures
- Maintain independent problem-solving skills
- Possess excellent customer service and organizational skills and attention to detail
- Ability to interact with the general public as well as conduct daily telephone contact with attorneys

MINIMUM QUALIFICATIONS

- High School graduate or equivalent
- One (1) year of related experience or
- any equivalent combination of education, experience and training that provides the required knowledge skills and ability to perform this job
- Solid proficiency with Microsoft Word, Outlook, Excel, Power Point, and Publisher and the ability to learn to use new software programs
- Ability to work independently and understand and carry out moderately complex oral and written instructions
- Ability to be JNET certified
- Must submit to and pass a drug screening and background check per County policy.

Application Instructions:

To apply, visit Lycoming County Careers or scan the QR code below:

Please follow the website instructions and submit your resume and cover letter as requested.

FOLLOW US!

For further assistance, please contact County of Lycoming Recruiting at: 570-320-2100

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming’s top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

This Organization Participates in E-Verify | **Esta Organizacion Participa en E-Verify**