



Personnel Assistant

Department: Prison

DESCRIPTION

Performs a variety of clerical duties that are technical in nature.

Responsibilities include: performing receptionist duties which involve a high potential for conflict; assisting staff with a variety of administrative details; administering non-technical office operations; operating personal computer and other general office equipment; maintaining statistical, inventory, and other office records; sorting and routing office mail, filing, and maintaining the confidentiality of records and information.

SPECIFIC DUTIES

- Primary receptionist for all incoming calls, using a modern phone system with direct station selectors. Evaluates the nature of the call and routes calls to the appropriate prison staff.
- Ensures the daily pick-up and delivery of interoffice mail.
- Typing/data entry in the prison's offender management system as well as Microsoft Access, Excel and Word.
- Submits inmate commissary orders to vendor weekly.
- Pick-up and disperse payroll and expense checks.
- Responsible for receipt of deliveries.
- Reviews and disperses all incoming court orders.
- Reviews and disperses all incoming mail.
- Responsible for accuracy of inmate deposits and delivery of deposits to bank.
- In the absence of the Administrative Specialist, orders supplies and processes invoices along with various other duties.
- Assesses various fees to inmates including copies and medical co-pays.
- Prepares and submits Extraordinary Occurrences on a monthly basis.
- Types and distributes incident reports and sentence reports.
- Maintains DNA database.
- Provides public and other agency personnel with information on prison operations and regulations.
- Collaborates with HR Department on staff engagement activities.
- Assists with record retention.
- At the direction of the Deputy Warden, call to set up Correctional officer interviews.
- Listens to and monitors inmate phone calls and video visitation at the direction of the Warden or Deputy Warden
- Provides discs of inmate calls at the request of the Warden or Deputy Warden and upon subpoena or court order.

SUPERVISORY RESPONSIBILITIES

N/A

WORKING CONDITIONS

Typical office setting, occasional contact with inmates, and occasional physical effort in lifting and moving cases of paper, supplies, and boxes of records.

JOB REQUIREMENTS

- High School Diploma.
- Two (2) years clerical experience preferred.
- Knowledge and experience using Microsoft Office.
- Ability to effectively operate a computer, printer, calculator, copier, fax machine and other general office equipment.
- Thorough knowledge of modern office practices and procedures.
- Thorough knowledge of the functions, procedures, organization, and governing laws and regulations of the prison.
- Thorough knowledge of business English, spelling, punctuation, and arithmetic.
- Ability to understand and compile clear, concise routing reports with limited instructions.
- Ability to effectively and tactfully relate to and work with associates, officials, and the general public.
- Ability to perform other tasks or office functions, as assigned.
- Ability to maintain confidentiality of highly sensitive personnel and prison security information.
- Valid Pennsylvania driver's license is needed for the occasional pick-up and delivery of supplies.
- Must submit to and pass a pre-employment 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.



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

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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

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