



Clerk IV

Department: Public Safety / Emergency Management Services

Revised: May 2025

DESCRIPTION

Work involves a variety of clerical duties that are technical in nature. Typical responsibilities may include: performing receptionist duties; assisting managers with a variety of administrative details and projects; operating typewriter, personal computer, or other general office equipment; taking and transcribing dictation; maintaining personnel, statistical, inventory, and other office records; sorting and routing office mail; developing office forms and procedures; and filing for office staff.

SPECIFIC DUTIES

- Assists the Director.
- Assists management staff with a variety of special administrative projects.
- Assists Business Administrator with recording receipts and expenses and general knowledge of overall functions.
- Coordinates building maintenance/repairs with appropriate personnel.
- Composes correspondence (letters, memos, etc.) and reports both internally and externally for management staff.
- Shares with the other Clerk III the following duties: answer phones, mail run, faxes, and other daily priorities and covers during absences.
- Maintains the web page; adding and deleting courses.
- Must be available by pager in the event of a County disaster.

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS

Individual works in normal office surroundings. Occasionally required to report to work after hours when the County Emergency Operations Center is activated.

JOB REQUIREMENTS

- High School graduate (Associates degree preferred) with three (3) years related experience preferred.
- Ability to type 60 wpm with no less than B accuracy.
- Ability to effectively operate a typewriter, personal computer, 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 administrative unit involved.
- Thorough knowledge of business English, spelling, punctuation, and arithmetic.
- Ability to understand and carry out moderately complex oral and written instructions and compile clear, concise routing reports with limited instruction.
- Ability to perform other tasks or office functions as assigned.
- Must submit to and pass a Drug and Alcohol screen per County policy.

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