

JOB POSTING

Department:	Perry County Children and Youth Services
Organization:	Perry County Children and Youth Services
Job Code / Title:	02103600/ Fiscal Assistant – L0360-0002
Position Number:	80006699
County:	PERRY
Headquarter City/Address: (Work Location)	112 Centre Drive New Bloomfield, PA 17068
Type of Job:	Civil Service
Union:	No
Bargaining Unit:	n/a
Seniority Position:	No
Type Position:	Permanent/Full-Time
Salary Range:	\$33,360.60 annually / \$18.33 hourly
Pay Range & Step:	6 / MIN
Posting Length:	10 workdays
Posting Dates:	1/13/25-1/24/25
Contact Name / Number:	Kristie S. Gantt, Administrator / (717) 582-2076
Additional Information:	Work hours are 8:00 a.m. to 4:00 p.m., Monday – Friday (70 hours bi-weekly). Travel, Overtime, & Afterhours work may be necessary.
Job Description:	<p>Position prepares and maintains Agency purchase of service agreements and independent contractor contracts; assuring accuracy of provider rates and obtaining all required supporting documentation initially and ongoing. Monitoring of purchased provider clearances and insurance. Written and verbal communication with stakeholders.</p> <p>Completion of contract monitoring duties for all Agency contracts, including analyzation and data entry of provider progress notes/encounter forms and purchased provider site visits; in order to evidence services and ensure compliance.</p> <p>Data entry of necessary program/fiscal related information into Agency's data collection system. Maintenance of data in system, as needed.</p> <p>Perform related fiscal duties as back-up/overflow in absence of/in addition to other fiscal staff such as County time records and Agency billing.</p> <p>Completion and submission of RMTS (Random Moment Time Study) forms. Maintains and gathers RMTS records for audits as required. Maintains current knowledge of RMTS bulletins and requirements for accurate completion of forms.</p> <p>Completion and submission of CY28 Report. Maintains, gathers and analyzes caseload data.</p> <p>Gathers and prepares fiscal reports as needed/requested by Administrator and Fiscal Officer.</p> <p>Assists with completion of Agency Fixed Assets Inventory. Includes maintenance of current inventory, as assets are added or removed.</p> <p>Perform related work as required.</p>
Last Date Job Applications Will Be Accepted:	01/24/25

RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Two years of experience performing bookkeeping or clerical accounting work; or an associate's degree in accounting or business administration including or supplemented by 6 credit hours in accounting; or any equivalent combination of experience and training.
2. State Civil Service Commission Approved Additional Special Requirements: None
3. Must be a resident of Pennsylvania
4. Must be eligible for selection in accordance with Civil Service rules.

ELIGIBILITY – FOR SELECTION IN ACCORDANCE WITH MERIT SYSTEM EMPLOYMENT REGULATIONS:

CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications:
 - Clerk Typist II
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For any other classifications, a determination will be made to whether a logical occupational functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for the posted position.

SELECTION CRITERIA

2. Meet the minimum experience and training required for the job.
3. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet.
4. Seniority, defined as a minimum of (1) years (s) in the next lower class(es) by the posting closing date of 1/24/25.

APPLICATION INSTRUCTIONS

5. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How To Apply" section.
6. Additional information may be obtained by calling: (717) 582-2076

HOW TO APPLY – ALL CANDIDATES:

The following materials must be mailed and postmarked on or before 1/24/25. Late applications will not be accepted.

1. Completed Civil Service Application, Form SCSC-1 (Need not be notarized). The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please send applications to:

Attention: Kristie S. Gantt, Administrator
Perry County Children and Youth Services
P.O. Box 123
New Bloomfield, PA 17068

PERRY COUNTY IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.