



1415 Attachment III: Staff Specifications

Administrators

Duties:

Abilities:

Education:

Casework Supervisor

Duties:

Abilities:

Education:

Caseworker

Duties:

Abilities:

Education:

Promotion:

Bookkeeper

Duties:

Abilities:

Education and Experience:

Stenographer

Duties:

Abilities:

Education:

Clerk-Typist

Duties:

Abilities:

Education:

Clerk

Duties:

Abilities:

Education:

Clerical Supervisor

Duties:

Abilities:

Education:

Administrators

Duties:

- Supervises the operation of the GA Unit in compliance with applicable laws, rules, and regulations.
- Reviews and analyzes Unit performance, instituting any revisions of procedures.

- Assigns duties and interprets policy and procedures to staff.
- Reviews staff members' performance and initiates remedial action, if required.
- Assumes and performs casework and financial duties as required.
- Performs all other duties as required or assigned by the Township Supervisor or County Board of Commissioners.

Abilities:

- Translate laws, rules, and regulations pertinent to GA into operating procedures and instructions for Unit staff.
- Direct and supervise Unit staff.
- Establish and/or maintain satisfactory working relationships with local governmental officials, other governmental agencies, professional and lay groups, and the general public.

Education:

The Administrator II and Administrator III require the knowledge, skill, and mental development equivalent to completion of 4 years of high school. The Administrator IV should desirably have knowledge, skill, and mental development equivalent to completion of 2 years college or the combined equivalent in training and/or experience.

Desirable requirements for the Administrator V and Administrator VI are completion of 4 years high school (or GED), and 4 years of college, plus 2 years experience in welfare, teaching, public health, or other public services, or a combination of training and experience (work in social welfare field may be substituted on a year for year basis for college). It is desirable that the Administrator VII have completed 4 years high school (or GED) and 4 years college, plus 3 years experience in welfare, teaching, public health, or other public service, or a combination of training and experience (work in the social welfare field may be substituted on a year for year basis for the college).

Casework Supervisor**Duties:**

- Supervises a minimum of 7 caseworkers under direction of the Unit administrator.
- Assigns duties and conducts conferences.
- Interprets policy and procedures to casework staff.
- Reviews performance of casework staff members.
- Reviews cases for accuracy, completeness, and compliance with policy and procedures.
- Assumes and performs casework and financial duties as required.
- Performs all other duties as required or assigned by administrator, including acting as Unit administrator when required.

Abilities:

- Translate laws, rules, and regulations pertaining to GA into operating procedures and instructions for Unit staff.
- Train, direct, and supervise casework staff.
- Establish and/or maintain satisfactory working relationships with local governmental officials, other governmental agencies, professional and lay groups, and the general public.

Education:

It is desirable that the Casework Supervisor have 4 years of college, plus 2 years of professional experience in social welfare work, or an equal combination of training and experience.

Caseworker

Duties:

- Determine applicant and client needs and the appropriate ways of meeting them.
- Determine eligibility for assistance.
- Maintain confidentiality of information.
- Protect applicants/clients from exploitation or denial of their rights.
- Assist clients, within their capacity, to achieve maximum self-support.
- Establish kind and amount of assistance to be granted.
- Arrange for resource services on behalf of applicants and clients.
- Work cooperatively with other staff members, representative of related welfare agencies, professional and lay groups, and the general public.
- Perform other duties as required or assigned by the supervisor.

Abilities:

- Maintain professional manner in dealing with others.
- Secure needed information from applicants and clients, public records, etc.
- Apply and explain policy and procedures.
- Explain policy and requirements in language understandable to applicant or client.
- Assist applicants/clients make use of all available resources.
- Arrange and coordinate appropriate services from other resources on behalf of applicants or clients.
- Work cooperatively with other staff members, representatives of related welfare agencies, professional and lay groups, and the general public.

Education:

Caseworker I desirably should have knowledge, skill, and mental development equivalent to completion of 2 years college, preferably with courses in social sciences, or equivalent combination of training and experience. It is desirable that Caseworker II and Caseworker III have a Bachelor's degree, preferably with major course work in social science. Additionally, the III level requires one year's experience in social welfare work, or equivalent combination of training and experience.

Promotion:

Caseworker I: Promotion to Caseworker II is considered after 2 years experience as a Caseworker I, with satisfactory performance. A Caseworker I who attains the same educational background as is required for Caseworker II is considered for promotion regardless of the amount of experience as a Caseworker I. Satisfactory performance is required.

Caseworker II: Promotion to Caseworker III is considered after one year of experience as a Caseworker II with satisfactory performance.

Bookkeeper

Duties:

- Perform various clerical functions required to operate and maintain financial records and files of a GA Unit.
- Direct, supervise, and review performance of other clerical persons upon assignment by the Administrator.

- Perform other duties as required and assigned by the Administrator.

Abilities:

- Requires the ability to maintain satisfactory working relationships with fellow employees and the general public.

Education and Experience:

Bookkeeper I requires knowledge, skill, and mental development equivalent to completion of 4 years of high school.

Bookkeeper II requires the same education requirements as Bookkeeper I, but must have 2 years prior experience as a GA Unit bookkeeper.

Bookkeeper III, same educational requirements as Bookkeeper I and II, but must have at least 4 years prior experience as a bookkeeper, 2 of which have been with a GA Unit.

Bookkeeping Supervisor requires knowledge, skill, and mental development equivalent to completion of 4 years of high school and a minimum of 7 years prior bookkeeping experience. Additional education or supervisory experience may be substituted for the bookkeeping experience.

Stenographer**Duties:**

- Under immediate supervision, take and transcribe oral dictation at an acceptable working rate of speed.
- Type correspondence, financial statements, vouchers, and other required forms, records and reports.
- Maintain files according to established procedures.
- Act as receptionist and perform other routine clerical tasks.
- Perform other duties as required or assigned by the supervisor.

Abilities:

- Take and transcribe oral dictation accurately and type from copy at an acceptable working rate of speed.
- Understand and follow written or oral instructions and learn routine tasks within a reasonable length of time.
- Give general non-technical information clearly when requested.
- Maintain satisfactory relationships with other employees and the general public.

Education:

Requires knowledge, skills and mental development equivalent to completion of 4 years high school, including or supplemented by courses in shorthand and typing.

Clerk-Typist**Duties:**

- Under immediate supervision, perform routine typing and related clerical work, including typing correspondence, financial statements, vouchers, and other required forms, records, and reports.
- Maintain files according to established procedures.
- Act as receptionist and perform other routine clerical tasks.
- Perform other duties as required or assigned by the supervisor.

Abilities:

- Type accurately from copy at acceptable working rate of speed.
- Understand and follow written or oral instructions and learn routine tasks within a reasonable length of time.
- Give non-technical information clearly when requested.
- Maintain satisfactory relationships with other employees and the general public.

Education:

Requires knowledge, skill, and mental development equivalent to completion of 4 years high school, including or supplemented by one or more courses in typing.

Clerk**Duties:**

- Under immediate supervision, perform simple repetitive clerical tasks which follow established procedures.
- Maintain files according to established procedures.
- Act as receptionist when required.
- Perform other duties as required or assigned by the supervisor.

Abilities:

- Understand and follow written or oral instructions and learn routine tasks within an acceptable length of time.
- Give non-technical information clearly when required.
- Maintain satisfactory relationships with other employees and the general public.

Education:

Requires knowledge, skill, and mental development equivalent to completion of 4 years of high school.

Clerical Supervisor**Duties:**

- Supervise a minimum of 7 clerical staff which includes clerks, clerk typists and stenographers.
- Assigns duties and directs and reviews performance of clerical staff members.
- Conducts studies of clerical problem affecting office operations.
- Monitors and revises clerical work methods when indicated.

Abilities:

- Train, direct, and supervise clerical staff.
- Extensive knowledge of office principles, practices/procedures, business English, spelling and commercial arithmetic.
- Elementary knowledge of bookkeeping principles and familiarity with accounting procedures.

Education:

Requires knowledge, skill and mental development equivalent to completion of 4 years of high school. Also requires 2 years of clerical experience.