

NOTICE TO PSE LOCAL # 1310 EMPLOYEES
SUBJECT: JOB VACANCY

Pursuant to Article VII, Sections 2 and 3 of the 2007-2011 Collective Bargaining Agreement between Public Service Employees Local # 1310 and the City of Wilkes-Barre, job vacancies are to be filled through a bidding procedure.

The City has a job vacancy. Consequently, applications for the position of **CIVILIAN CLERK II**, Department of Police, Office of Operations will be accepted in the Bureau of Human Resources from April 2, 2009 through April 8, 2009. Applicants who wish to be considered for this position shall submit a standard application and/or resume to Christine M. Jensen, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

1. RATE OF COMPENSATION

- a. The 2009 salary range for this position is \$27,022.00 to \$31,790.00 for current bargaining unit members. Newly hired bargaining unit members may also be subject to the probationary pay scale outlined in Article XI, Section 3 of the Collective Bargaining Agreement between the City of Wilkes-Barre and Local #1310.

2. HOURS OF WORK:

- a. 9:00 a.m. to 4:30 p.m.; one (1) hour paid lunch period.

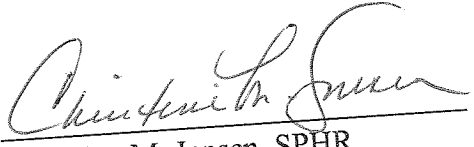
3. DUTIES:

- a. Maintain criminal arrest records; file reports.
- b. Enter and retrieve record information from the record management system.
- c. Assist the public at the information window; photocopy reports, collect the required fees for reports and provide the appropriate receipts.
- d. Produce reports as directed.
- e. Receive and respond to telephone and other manner of requests from the public regarding records information.
- f. Direct inquires to the appropriate department or agency, as appropriate.
- g. Assist in providing requested documents to sworn officers relative to court proceedings and hearings.
- h. Other related duties as assigned.

4. **QUALIFICATIONS:**
 - a. Ability to deal with the public in an effective and courteous manner.
 - b. Knowledge of modern office methods and procedures.
 - c. Computer experience preferred with knowledge of data base systems.
 - d. Proficient typing ability required.
 - e. Ability to maintain the confidentiality of all information.
 - f. Ability to communicate well.
 - g. Ability to project confidence, self-assurance, and certainty to public while coping with stressful situations.
 - h. High School diploma or equivalent.

5. **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**
 - a. Sedentary position which requires occasional standing, walking, bending, and stooping.
 - b. Position requires work within an office environment with minimal exposure to outside elements.

6. **OTHER**
 - a. Wilkes-Barre City residency required throughout duration of employment. Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.



Christine M. Jensen, SPHR
 Director of Human Resources
 April 1, 2009

INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICES EMPLOYEES LOCAL # 1310 MAY APPLY FOR THIS POSITION BUT THEY ARE NOT COVERED BY ARTICLE VII OF THE AFOREMENTIONED COLLECTIVE BARGAINING AGREEMENT.
 THE CITY OF WILKES-BARRE ASSURES THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY, OR FAMILY STATUS.
 THE CITY OF WILKES-BARRE IS AN EQUAL OPPORTUNITY/AFFIRMATION ACTION EMPLOYERS.