

Elk County PHEAA Summer Student Program - 2018

Elk County has partnered with the Stackpole Hall Foundation and PHEAA to provide summer jobs to college students for many years. We are excited to again partner with these organizations for 2018.

Our current identified needs are as follows:

Commissioners' Office
Treasurer's Office
IT/Records Storage Office
Veterans Affairs Office
Tax Assessment Office
Recycling Office
Domestic Relations Office
Elk County Conservation District (*)

(*) the need for this position is contingent upon grant funding being awarded to the Conservation District.

Elk County's work hours are Monday through Friday, 8:30am until 4:00pm (unless otherwise stated)

The individual job descriptions are as follows:

Commissioners' Office - Office Assistant

This individual will be located in the Commissioners' Office in the Courthouse Annex Building. The primary job responsibilities include the following:

1. Helping in the organization and scanning of files for storage
2. Receptionist duties - answer phone, take messages, greet public, etc.
3. Distribution and posting of mail.
4. Inventory update
5. Assist Coordinator with County Storage Records
6. Typing and data entry when required
7. Assist in other departments when needed
8. Voucher invoices
9. Perform all other duties as assigned by authorized personnel

Treasurer's Office – Office Assistant

This individual will be located in the Treasurer's Office in the Courthouse Annex Building. The primary job responsibilities include the following:

1. Counter sale of licenses
2. Some light accounting
3. Preparing Bank Deposits
4. Data processing
5. Any other tasks assigned

IT/Record Storage Office – Document Preservationist

This individual will be located in the IT/Records Storage Office in the Courthouse Annex Building.

The job involves the preservation of historical documents by scanning these documents thus creating electronic copies. Our intent for 2018 is to complete a three year effort to scan historical tax assessment books; and possibly move onto scanning some other very important documents from the Register of Wills and Recorder of Deeds Office.

This job entails using an overhead book scanner with associated editing software to accurately preserve each tax assessment book page in an electronic copy that will be used by Tax Assessment, Register of Deeds, and the public for tax research and property title research.

There is a physical component to this job in that the tax assessment books are located in the basement of the Elk County Courthouse and need to be boxed, transferred by cart to the Annex Building, and then ultimately returned to the Courthouse.

Veterans Affairs Office – Administrative Assistant

This position will be located in the Veterans Affairs Office in the Courthouse Annex Building.

Job Description: Sort veteran files into DOD documentation or medical, VA documentation or medical or private treatment records. Scan into appropriate folders in Laserfiche. Complete death benefit combination forms and file in file cabinets or box for record storage.

Tax Assessment Office - Office Assistant

These positions will be located in the Tax Assessment Office in the Courthouse Annex Building.

The Tax Assessment Office identifies and assesses all properties in Elk County using fair and equitable standards. Property files reflect the most current owners of record, their mailing addresses, and updated information on their property record cards.

The responsibilities of the office assistant include:

1. Answering the telephone and taking messages

2. Updating the files, property cards, etc.
3. Daily typing, scanning, and computer entry
4. Working with the public, which requires excellent written and verbal skills
5. Perform all other duties as assigned by authorized personnel.

Recycling Office – Operations Handbook Developer

These positions will be located at the Elk County Recycling Center in St. Marys.

The Elk County Recycling Office is undertaking a long-term planning project to document all processes at the Community Recycling Center.

Part of this project is the creation of a handbook of Standard Operating Procedures. This document is essential in establishing the many processes at the facility as well as a step-by-step instructions on carrying out each process. Students will also be working the processes to better understand them.

Students majoring in business, engineering, or other industrial-related careers would be well suited for this position.

Domestic Relations Office – File and Research Assistant

This position will be located in the Domestic Relations Office in the Elk County Courthouse.

The responsibilities of this position include:

1. Scan files,
2. Shred Old Documents,
3. Filing,
4. Conduct Locate Processes,
5. General Office Duties,
6. Perform Inventory Count.

Elk County Conservation District – Watershed Assistant

This position will be located in the Elk County Conservation District Office in St. Marys.

The responsibilities of this position include assisting with various aspects of conducting watershed assessments, which includes; water sampling, habitat assessment, bridge and culvert assessment, and macroinvertebrate collection.

Additional work would include assisting other Conservation District staff with various environmental education projects, field visits, and other activities.

Position would also require occasional work at the recycling center.