

# Job Posting

**DEPARTMENT:** Office of Attorney General  
**SECTION:** Civil Law Division  
**CLASS:** Clerk Typist I/II - Receptionist  
**LOCATION:** Pittsburgh  
**TYPE POSITION:** Permanent, Full-time, Non-civil service, Union  
**WORK HOURS:** 8:30 – 5:00  
**SALARY RANGE:** Pay Range 3 – Minimum pay of \$29,164

## **BASIC FUNCTION:**

This is moderately complex clerical work involving the typing and processing of documents in a variety of functions. An employee in this class performs clerical work of moderate complexity which requires the utilization of typing skills and the processing of a variety of documents which include the verification of information, performing arithmetic calculations, coding, and assisting the public in completing governmental forms. Work involves the skilled typing of correspondence, reports, transaction, and transmittals, and similar documents as part of the clerical documents processing of an office or functional activity. Work may involve the skilled utilization of specialized equipment such as magnetic and mass storage typewriters, computer scopes, or similar equipment where the input is through a typewriter console. Work involves the responsibility for a significant aspect of a work process, an involved single office activity which is production or control oriented, or other multiple activities which are comparable in scope and complexity. Work may involve providing secretarial services to one or more individuals in those cases where management has determined that shorthand skills are not required. Work may involve providing training and guidance to new employees and fulfilling a lead worker role for routine clerical operations. Work is subject to periodic changes in operating procedures and requires some adaptability to shifts in work schedule. Employees work with considerable independence within standard operating procedures, however, detailed supervisory guidance and review is received for new or unusual situations and changes in operating procedures and policies.

### **EXAMPLES OF DUTIES:**

- As initial liaison between the Attorney General's Office and the public, answers incoming phone calls in a professional manner. Assists callers in obtaining information, as well as transfers calls or delivers messages to the appropriate person.
- Greets visitors in a courteous and helpful manner.
- Assigns 6 pool cars to attorneys in a timely and efficient manner
- Issues temporary access cards to temporary employees and interns
- Assists in the work of the Attorney Resource Center (ARC)
- Accurately scans documents in a timely manner
- Uploads scanned documents into database (ICMS)
- Inputs data
- Maintains documents in an orderly and safeguarded manner
- Distributes/picks-up mail and/or deliveries
- Maintains filing
- Coordinates with staff in preparation for office move
- Performs related work as required

### **PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Proficient in Microsoft Word and Outlook
- Shows initiative, works independently, and is dependable
- Exhibits attention to accuracy and organization
- Possesses computer knowledge necessary to navigate through networks and computer based files
- Exceptional typing skills
- Ability to maintain confidentiality of document materials

### **MINIMUM EXPERIENCE AND TRAINING:**

- Six months as a Clerk Typist I and educational development to the level of eighth grade
- Completion of high school business curriculum which included at least one typing course
- Any combination of equivalent experience and training