

# Job Posting

<b>DEPARTMENT:</b>	Office of Attorney General
<b>SECTION:</b>	Charitable Trusts & Organizations/Public Protection Division
<b>CLASS:</b>	Clerk Typist II
<b>LOCATION:</b>	Philadelphia
<b>TYPE POSITION:</b>	Permanent, Full-time, Non-civil service, Union
<b>WORK HOURS:</b>	8:30 – 5:00
<b>SALARY RANGE:</b>	Pay Range 3 – Minimum pay of \$29,164

## **BASIC FUNCTION:**

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, including, but not limited to; correspondence, reports, transactions and transmittals, and similar documents as well as verifying information, performing arithmetic calculations, and assisting the public in completing governmental forms. Work assignments will involve providing secretarial services to one or more individuals as well as data entry and document management through computer terminals and electronic scanning equipment. 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:**

- Types letters and pleadings
- Accurately scans documents in a timely manner
- Uploads scanned documents into database (Practice Manager)
- Inputs data
- Maintains documents in an orderly and safeguarded manner
- Provides phone coverage including covering the reception desk
- Distributes/picks-up mail and/or deliveries
- Maintains filing
- Takes documents to Courthouse
- 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  
OR
- Completion of high school business curriculum which included at least one typing course  
OR
- Any combination of equivalent experience and training