

Job Posting

DEPARTMENT: Office of Attorney General

SECTION: Litigation Section

CLASS: Clerk Typist II

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 \$23,902

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:

- Types letters, reports, contracts, transactions, transmittals, vouchers, itinerary, and agenda on a typewriter console from handwritten draft, dictated sources, or original source documents into draft or final form.
- Reads correspondence in order to become familiarized with contents and determines what procedures to pursue in providing the correct information which is in accordance with any applicable administrative and legal constraints; types responding correspondence in appropriate format; and proofreads response for grammatical format and substance prior to mailing.
- Proofreads varying types of materials to insure that information is grammatically correct, complete, consistent, and adheres to agency rules and regulations.
- Types documents to purchase books, supplies, equipment, services, etc. by referring to catalogues, state contract and other sources to obtain prices, specifications, and related information.
- Organizes and types materials and sets up formats and layouts for printing booklets, pamphlets, etc. for submission to a publisher or a computer center.
- Functions as a lead worker by distributing and interpreting work assignments, providing assistance, conducting on-the-job training, and reviewing the work of the unit for adherence to processing standards.
- Answers written inquires relating to the status of certain aspects of an organization's functions.
- Determines supply needs for the mail room and prepares the supply requisitions.
- Insures mail is processed in the most efficient and expeditious manner.
- Initiates tracers through the U.S. Postal Service on lost mail or parcel post.
- Performs related work as required.

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