

Job Posting

DEPARTMENT:	Office of Attorney General
SECTION:	Tobacco Enforcement Section/Public Protection Division
CLASS:	Clerk Typist II/III
LOCATION:	Harrisburg
TYPE POSITION:	Permanent, Full-time, Non-civil service, Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Clerk Typist II, Pay Range 3 – Minimum starting salary \$29,888 Clerk Typist III, Pay Range 4 – Minimum starting salary \$33,663

BASIC FUNCTION:

An employee in this position performs moderately complex/complex clerical work in a section that is tasked with implementing the Tobacco Settlement Agreement Act and the Tobacco Product Manufacturer Directory Act which were passed to enforce the Master Settlement Agreement of November 1998, the result of the Commonwealth's lawsuit against the tobacco industry. The position requires the utilization of typing skills; the processing of a variety of documents including, but not limited to, correspondence, reports, transactions and transmittals, and similar documents; verifying information; and performing arithmetic calculations. Work assignments will involve providing secretarial services to one or more individuals as well as data entry and document management through computers and electronic scanning equipment. 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:

- Prepares a weekly schedule
- Maintains office calendar
- Schedules meetings
- Takes notes at staff meetings
- Opens and closes tobacco related matters in a case management system
- Performs data entry using case management system and Excel
- Prepares and sends correspondence
- Processes daily mail including routing and maintaining mail log

- Maintains files
- Answers phone calls, screen calls, and routes to the appropriate staff member
- Orders and maintains supplies
- Performs other duties as assigned by attorneys, investigators, and executive secretary

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- General secretarial experience
- Typing speed of 40 words per minute
- Microsoft Word, Excel, and Outlook
- Good interpersonal, communication, and organizational skills
- Ability to multitask
- Shows initiative and works independently
- Mature and dependable
- Excellent telephone skills

MINIMUM EXPERIENCE AND TRAINING:

Clerk Typist II:

- 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

Clerk Typist III:

- Six months as a Clerk Typist II and completion of high school OR
- One year of progressively complex clerical typing experience and completion of high school OR
- Six months of moderately complex clerical typing work and completion of a post high school business curriculum OR
- Any equivalent experience and/or training which provided the required knowledge, skills, and abilities