



Attorney General Josh Shapiro Job Posting – Clerk Typist I/II

SECTION:	Antitrust Section / Public Protection Division
CLASS:	Clerk Typist I/II
LOCATION:	Harrisburg
POSITION TYPE:	Full-time, Non-civil service, Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Clerk Typist I - Pay Range 2: Starting salary \$26,523 Clerk Typist II - Pay Range 3: Starting salary \$29,888

BASIC FUNCTION:

This position entails routine to moderately complex clerical work involving the typing and processing of documents in a variety of functions. An employee in this position performs clerical work which involves the skilled typing of correspondence, reports, memos, legal documents such as complaints and briefs, charts, and similar documents. Work involves using a computer and various computer programs for word processing, document management, and data management. This position also provides administrative support to attorneys and investigators. Work is subject to periodic changes in operating procedures and requires some adaptability to shifts in work schedule. Employees at the higher level work with considerable independence within standard operating procedures; however, detailed supervisory guidance and review is received at both levels for new or unusual situations and changes in operating procedures and policies.

EXAMPLES OF DUTIES:

- Date stamps, scans into document management system, and distributes daily mail
- Maintains various lists for the Section including a master case list, attorney and investigator case lists, settlements, recoveries, press releases, and complaints
- Transfers e-mails from Outlook to document management system for assigned cases, following protocols for identifying the e-mail and attachments
- Types correspondence and other documents such as pleadings, objections, and briefs
- Makes copies of any documents that are prepared, scans into document management system, and files hard copy in the file room
- Files briefs, Praecipe for Appearance, and other documents with courts
- Answers phone and directs calls to appropriate attorney
- Provides coverage at the main reception desk as scheduled or as needed

- Opens and closes files:
 - When a case is to be opened, an attorney will prepare an Opening Memorandum and a file will be opened in the file room and document management system
 - When a case is to be closed, an attorney will prepare a Closing Memorandum and the employee in this position will prepare the file to be sent to Central Files for storage
- Enters appropriate information in document management system
- Maintains and keeps the file room in order
- Litigation support:
 - Organizes files
 - Prepares witness checklists
 - Organizes trial binders
 - Schedules depositions
 - Arranges for court reporter
 - Prepares litigation documents, exhibits, and affidavits
- Calls potential third-party interviewees to set up telephone interviews with attorneys and investigators
- Mails all letters and legal documents either by email, regular mail, certified mail, or UPS
- Assists other support staff as required to insure the timeliness of daily work functions
- Takes proper care of and maintenance of equipment
- Performs other duties as required

MINIMUM EXPERIENCE AND TRAINING:

Clerk Typist I:

- Possession of the required knowledge, skills, and abilities

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