



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

SECTION:	Bureau of Consumer Protection/Public Protection Division
CLASS:	Clerk Typist II/III
LOCATION:	Philadelphia
POSITION TYPE:	Full-time, Non-civil service, Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Clerk Typist II, Pay Range 3 – Minimum starting salary \$30,787 Clerk Typist III, Pay Range 4 – Minimum starting salary of \$34,680

BASIC FUNCTION:

An employee in this position performs clerical work 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
- Serves as a receptionist as needed
- Performs related work as required

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REQUIRED 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:

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 2 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 combination of equivalent experience and training