



Attorney General Josh Shapiro Job Posting – Clerk Typist II

SECTION: Attorney Resource Center/Civil Law Division

CLASS: Clerk Typist II

LOCATION: Harrisburg

POSITION TYPE: Full-time, Non-civil service, Union

WORK HOURS: 8:30 – 5:00

SALARY RANGE: Starting salary \$31,394

BASIC FUNCTION:

This position consists of 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 requires the utilization of typing skills and the processing of a variety of documents including the verification of information, performing arithmetic calculations, coding, and assisting the public in completing governmental forms. The position involves typing correspondence, reports, transaction, and transmittals, and similar documents as part of the clerical documents processing of an office or functional activity. 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. 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:

- As initial liaison between the Attorney's and the Attorney Resource Center (ARC); assists Attorneys and Investigators with transfer tickets to the right bins for handling
- Greets visitors in a courteous and helpful manner
- Receives mail for review, logging, and distribution
- Communicates with other State Agencies
- Proofreads various materials to ensure that information is grammatically correct, complete, consistent, and adheres to agency rules and regulations
- Types correspondence in reply to requests or questions

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- Uses forms and templates
- Operates copier when necessary
- Assists in the work of the Attorney Resource Center
- Accurately scans documents in a timely manner
- Uploads scanned documents into database (ICMS)
- Inputs data
- Maintains documents in an orderly and safeguarded manner
- Distributes/picks-up mail and/or deliveries
- Performs other duties 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 OR
- Completion of high school business curriculum which included at least one typing course
OR
- Any equivalent experience and/or training which provided the required knowledge, skills, and abilities