



## **Attorney General Josh Shapiro**

### **Job Posting – Clerk Typist II/III**

**SECTION:** Bureau of Narcotics Investigation and Drug Control/  
Criminal Law Division

**CLASS:** Clerk Typist II/III

**LOCATION:** State College

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

**WORK HOURS:** 8:30 – 5:00

**SALARY RANGE:** Clerk Typist 2: Pay Range 3 – Starting salary \$31,394  
Clerk Typist 3: Pay Range 4 – Starting salary \$35,364

#### **BASIC FUNCTION:**

This position provides support to a regional office in a bureau which conducts narcotics investigations by performing moderately complex/complex clerical work involving the typing and processing of documents in a variety of functions. Work involves the skilled typing of correspondence, reports, and similar documents and may involve the skilled utilization of specialized equipment. The processing of a variety of documents may include the verification of information, performance of arithmetic calculations, and selection of appropriate coding. The employee is responsible for a significant aspect of a work process and may provide secretarial services to one or more individuals, and the position 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, distributes, copies, and/or mails miscellaneous correspondence for staff
- Maintains visitor log
- Accurately scans documents in a timely manner
- Uploads scanned documents into database (Practice Manager)
- Inputs data into various databases and spreadsheets
- Maintains documents in an orderly and safeguarded manner
- Maintains office equipment and schedules repairs as needed
- Orders office supplies
- Answers phone calls and forwards to appropriate party
- Picks-up and/or distributes mail and deliveries

- Maintains filing
- Takes documents to appropriate courthouse
- Manages pool vehicles for regional office
- Enters and submits monthly mileage reports for agent staff
- Processes travel for the regional office which includes entering and submitting expenses for reimbursement for staff
- Compiles weekly schedules from agents
- Submits monthly OT reports
- Enters information into case management system (MCIS) to include:
  - Arrests
  - Request dissemination
  - Dispositions
  - Drug information
  - Offender data
  - Retrieves case reports for Discovery
- Assists with administrative duties related to the drug task force (OCDETF)
- Performs related work 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:**

##### **Qualifications for Clerk Typist II are as follows:**

- 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

##### **Qualifications for Clerk Typist III are as follows:**

- 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 equivalent experience and/or training which provided the required knowledge, skills, and abilities