



Classification: Clerk Typist I - Administrative Services (TND)

Title Code: V00031

Pay Range: 07

POSITION SUMMARY:

This is an entry-level position where the employee serves as receptionist. Additionally, this individual performs typing and clerical work of ordinary difficulty. An employee of this class performs routine office work and follows well-established procedures, which can be readily learned by on-the-job training. An employee in this class is closely supervised.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Serves as receptionist, greets the public, directs individuals to proper academy classroom or office and gives nontechnical information when necessary.

Schedules dormitory and hotel lodging for guests attending training at the Patrol's Law Enforcement Academy; checks visitors in and out of the Training Division complex by issuing new and receiving returned proximity cards, keys, and badges; maintains an inventory log of each transaction to ensure the security of the building.

Compiles and maintains statistical data regarding dormitory occupancy and meal tickets issued.

Types rosters for instructors pertaining to schools, seminars, and/or meetings conducted at the Academy.

Types and proofreads correspondence, forms, reports, and other materials from rough draft (i.e. Charge of Quarters manual).

Maintains student laptops, including Wi-Fi access and clearing laptops after use.

Maintains office supplies and other inventory for the division and submits requisitions for supplies as needed; maintains requisition files.

Processes and enters division timekeeping and monthly Academy vehicle mileage.

Prepares billing and reports for facility usage.

Operates standard office equipment (e.g., personal computer, telephone, fax machine, shredder, calculator, etc.).

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of business English, spelling and arithmetic.

Knowledge of modern office practices, procedures, and equipment.

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Knowledge of basic office machines.

Knowledge of various computer software programs (e.g., Microsoft Word, Excel, PowerPoint, Lotus Notes).

Ability to learn Training Division policies and procedures.

Ability to work well with others and portray a professional demeanor when greeting the public.

Ability to multi-task.

Ability to maintain a variety of clerical data and statistical reports.

Ability to work independently with general supervision.

Ability to alphabetize, transport, file and purge records and documents.

Ability to understand and follow oral and written instructions.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a high school or possess a GED.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

NECESSARY SPECIAL REQUIREMENTS:

None.

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FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.