



Classification: Clerk Typist - Information Systems Division
Title Code: V00032
Pay Range: 09

POSITION SUMMARY:

An employee in this position provides principle clerical support in the Information Systems Division and maintains a close and highly responsive relationship with fellow staff in the day-to-day activities of the division. The employee maintains all time records for division staff and serves as backup to the lead secretary of the division. The employee has access to confidential information and is expected to exercise discretion and professionalism. Work includes varied clerical duties requiring a considerable knowledge of office practices and an understanding of departmental procedures. Work is performed independently under general supervision.

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.)

Compiles, verifies, and enters time and leave records on all employees within the division into the Patrol's Timekeeping System and SAM II systems; prints and distributes monthly reports; compiles overtime reports and time usage reports regarding time and leave data.

Serves as back up to division's lead secretary as needed.

Organizes and prioritizes the flow of work within the scope of job duties and expedites the dissemination of work to division staff in order to meet predetermined deadlines.

Collects, opens, reads, sorts, and distributes hard copy and electronic mail; distributes mail to appropriate division personnel.

Types, thoroughly proofreads, copies, forwards, and files a variety of documents (e.g., correspondence, department memoranda, IOC's, division special orders, purchase orders, etc.).

Receives checks for CJIS (MULES) circuit charges; prepares for deposit and enters information into SAM II.

Prepares charges for Liquor Control from Help Desk Impact requests; receives checks and prepares for deposit into SAM II; maintains log of charges and receipts.

Types expense reports for division staff; checks entries and attachments; submits report to affected division staff member and division director for signature; forwards to Budget & Procurement Division for processing.

Responds to requests for information via the telephone and correspondence from a variety of internal and external sources reference the Information Systems Division; assembles and forwards requested data.

Assists with answering the division switchboard as needed; greets the public, directs individuals to proper office; provides non-technical information, when necessary, and takes and transmits messages.

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Operates standard office equipment (e.g., calculator, typewriter, telephone, copier, fax machine, shredder, teletype printer, AS/400 personal computer terminal and printer).

Prepares charges for SAC Center reports; maintains address lists file for bulk mailings.

Maintains license files for computer software.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of business English, spelling, and arithmetic.

Working knowledge of modern office practices, procedures, and equipment.

Ability to organize and plan work effectively.

Ability to process a voluminous amount of work in an efficient manner.

Ability to enter information into the SAM II system.

Ability to maintain division time records.

Ability to deal effectively and provide assistance to others, in person and over the telephone.

Ability to collect, open, read, sort, and distribute mail.

Ability to type, thoroughly proofread, copy, forward, and file a variety of documents detailed in the description of duties.

Ability to check and process purchase orders and invoices.

Ability to establish, maintain, and purge files.

Ability to make calendar entries, track deadlines, and perform work noted.

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

Ability to schedule appointments for division staff, as needed.

Ability to work independently.

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

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.

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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.

AND

One year experience as a Clerk Typist I or comparable experience.

NECESSARY SPECIAL REQUIREMENTS:

None

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.