



Classification: Clerk Typist I - Information & Communications Technology Division
Title Code: V00031
Pay Range: 7

POSITION SUMMARY:

This is an entry level position where the employee provides principle budgetary and clerical support in the Information & Communications Technology 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 the division staff and serves as a back up 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 under direct 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.)

Maintains and reconciles financial excel spreadsheet records related to budget appropriation accounts; records payments, appropriations, encumbrances and expenditures.

Resolves issues with vendors/accounts payable.

Codes invoices for agency communications equipment, sets up and monitors accounts, records critical data in Location Management System, makes payments and/or removes any late fees or taxes, resolve issues of service and/or billing, and monitors related invoices for utility, phone, cell phones, circuit lines, tower leases, tower maintenance, communication equipment and services, radio shop purchases, and tools and repairs for patrol communications for the agency.

Purchases service contracts, communications services, communications and IT products, and office supplies; monitors payments, deliveries, and quality control of products; prepares single feasible source purchase orders; meets bid requirements in compliance with agency purchasing guidelines; provides vendors with state purchasing form and support.

Manages state purchasing card program for ICTD employees, including card replacements, check replacements and out of state travel authorizations.

Processes employee expense and uniform reports.

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.

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, and sorts 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.).

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

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

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

Maintains address lists file for bulk mailings.

Maintains license files for computer software.

May serve as back up to division's lead secretary as needed.

May receive checks and prepares them for deposit into SAM II; maintains log of charges and receipts.

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.

Knowledge of and experience with Microsoft Excel

Knowledge of and experience with Microsoft Word.

Knowledge of accounting, purchasing, and budgetary concepts.

Knowledge of contracts and contract development.

Knowledge of the State's SAM II Financial accounting system.

Ability to learn assigned clerical tasks within a reasonable time, to adhere to prescribed routines, and to develop some skill in the operation of office appliances.

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.

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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.

Ability to type and operate a standard computer keyboard.

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 ability to type at a rate of 40 words per minute with 10 or less errors.

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.