



Classification: Clerk Typist I
Title Code: V00031
Pay Range: 07

POSITION SUMMARY:

This is a responsible, entry-level position where the employee serves as timekeeper and receptionist for the division. This individual must be dependable, professional, and extremely accurate. An employee in this position performs routine office work, which follows well-established procedures that can be readily learned by on-the-job training. Work varies according to daily assignments such as typing; selecting appropriate form letters; performing timekeeper functions; preparing notary letters for the division; sending, receiving, and routing facsimile documents; creating charts, graphics, and spreadsheets; opening, sorting, and distributing mail; communicating with the public by telephone or in person; processing outgoing mail for the division and maintaining inventory of supplies for the division. This employee is expected to exercise discretion in handling sensitive and confidential information. General supervision is received from designated supervisor.

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 and contact person for the division; directs individuals to proper office and gives nontechnical information when necessary; answers telephone inquiries; takes and transmits messages; makes arrangements for division meetings and assembles needed materials.

Performs time entry and retrieval into designated systems for division employees. Reconciles time records and distributes appropriate reports. Performs time entry for division paid overtime projects.

Composes, types and proofreads correspondence, forms, reports, and other materials from rough draft; files same documents; searches files, modifies and inputs routine data into the computer via the video terminal; verifies, modifies, and posts daily reports as required.

Opens, sorts, and distributes mail to proper source; prepares and mails materials and supplies upon request.

Serves as timekeeper for the division.

Initiates inquiries on the internet system; retrieves data as requested; forwards data to source.

Creates, analyzes, designs, and reviews flow charts, graphics, worksheets, and public notices.

Notifies other divisions of faxed information received.

Retrieve fingerprint cards upon request and forward copy of prints either by fax or by mail.

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Maintains various logs for tracking of supplies, assigned OCN numbers, and electronic mail.

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

Prepares supply requisitions through the MSHP Supply Management System and maintains equipment and supply inventory.

Assists and fills in for the division Clerk IV.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to learn Patrol's timekeeping systems, criminal justice systems, and applicable reports.

Ability to learn modern office practices and procedures.

Ability to learn Patrol policies and procedures.

Ability to read English effectively.

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

Ability to work independently with general supervision.

Ability to acquire and maintain competence in software utilized by the Patrol.

Ability to operate basic office machines.

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

Ability to prioritize and organize work effectively and handle multiple projects simultaneously with varying demands and deadlines.

Ability to work as part of a cooperative team with deadlines and constraints.

Ability to establish and maintain harmonious working relations with others.

Ability to acquire and maintain MULES certification.

Ability to learn the internet system.

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

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Ability to comprehend and follow complex oral and written instructions.

Ability to check numbers and proof read written materials for accuracy.

Ability to work for long periods at a desk or workstation.

Ability to learn assigned tasks within a reasonable amount of time and to adhere to prescribed routines.

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

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 high school or possess a GED.

NECESSARY SPECIAL REQUIREMENTS:

Must be able to type 40 words per minute with 10 or less errors.

Must have MULES certification of successfully complete within 6 months of appointment.

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.