



Classification: Clerk Typist I (GD)

Title Code: V00031

Pay Range: 07

POSITION SUMMARY: This is an entry-level position where the employee performs typing and clerical work of ordinary difficulty. An employee of this class performs routine office work following well-established procedures, which can be readily learned by on-the-job training. Detailed instructions are given at the beginning of work and on subsequent new assignments. An employee in this position is closely supervised; however, independent judgment is expected in the performance of routine duties.

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.)

Coordinates data entry/database accuracy of the Gaming Reports between the Missouri State Highway Patrol and the Missouri Gaming Commission Staff.

Conducts applicable MULES, REJIS, NCIC, DOR, and CHRS checks.

Compiles information and reports for use in Missouri Gaming Commission administrative processes/hearings.

Completes, revises, and edits criminal and administrative reports.

Distributes and files Gaming Division correspondence, databases, and reports.

Answers telephone inquiries within the scope of job duties reference Gaming Division; takes and transcribes messages.

Operates standard office equipment (e.g., typewriter, calculator, copier, personal computer (Lotus Notes and MULES), facsimile machine, shredder, and telephone).

Serves as back-up clerical support and assists other clerical personnel in the division as needed.

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.

Ability to learn Missouri State Highway Patrol and Missouri Gaming Commission policies and procedures.

Ability to learn Missouri Sunshine Laws and departmental regulations governing the dissemination of criminal history records.

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

Ability to learn the division's computer system and various databases to include the MGC Database.

Ability to maintain clerical records and to prepare reports from MSHP and MGC databases.

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

Ability to proofread and edit correspondence, documents, reports, and computer entries.

Ability to type 40 words per minute with ten (10) or less errors.

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.)

Possession of a high school diploma or equivalent.

Must possess the ability to type 40 words per minute with 10 or less errors.

NECESSARY SPECIAL REQUIREMENTS: Must obtain and maintain REJIS and MULES certification.

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.