



Classification: Clerk Typist I - DDCC

Title Code: V00031

Pay Range: 7

POSITION SUMMARY:

This is an entry-level position where the employee performs general typing and clerical work, which provides general clerical support for the Division of Drug and Crime Control. Work is performed within the framework of rules and procedures; however, deviations from established procedures are cleared with the supervisor. Detailed instructions are given at the beginning of work on subsequent new assignments. 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.)

Answers incoming phone calls to the division, determines nature of business, directs individuals to proper office, and gives routine information; answers incoming calls and makes connection to person or division requested; answers routine nontechnical questions and refers other inquiries to proper person, division, or agency; takes messages for employees and visitors on a limited basis.

Maintains security for the building by monitoring all who enter and leave the building via the main entrance; issues visitor passes and maintains visitor log.

Compiles, verifies, and enters time and leave records on all employees within the division SAM II system.

Audits and maintains statistical data for time and leave on all employees within the division; works independently and with employees in order to rectify and discrepancies in time and leave accounting.

Responsible for acquiring and monitoring all supplies for the efficient operation of the division at GHQ and within each troop unit.

Processes and ensures special investigation reports and all related correspondence contain proper English, grammar, spelling, and punctuation; maintains statistical summaries and files.

Receives Arrest/Incident/Investigation Reports pertaining to special investigations and checks for completeness and conformity to General Order; ensures necessary attachments are assembled to report (e.g., supplements, property, vehicle, asset forfeiture and polygraph records and destruction orders).

Files correspondence and reports numerically, alphabetically, and/or by subject.

Processes division incoming and outgoing mail; maintains various clerical records and files; compiles periodic reports as assigned.

Makes division distribution on all materials, correspondence, reports, etc., and maintains the distribution list.

Types correspondence, reports, forms, lists, and other materials from rough draft or dictation equipment. Operates standard office equipment (e.g., typewriter, computer terminal, AS400, MULES terminal, calculator, facsimile machine, dictation equipment, telephone, copier, shredder, etc.).

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Alphabetizes, transports, files, and purges records, documents, etc.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of business English, spelling, grammar, punctuation, and arithmetic.

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

Ability to maintain moderately complex clerical records and to prepare reports from such records.

Ability to operate AS400, MULES, PC applications, and DOR computer systems.

Ability to make minor decisions in accordance with laws and regulations and apply these to work problems.

Ability to work independently with general supervision.

Ability to acquire and maintain MULES certification.

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

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

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 standard high school or possess a GED.

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NECESSARY SPECIAL REQUIREMENTS:

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.