



**Classification:** Temporary Clerk (Radio Shop Administration)

**Title Code:** V09752

**Pay Range:** Hourly

**POSITION SUMMARY:** An employee in this position is responsible for the ancillary duties that support the assembly and tracking of equipment in new and reassigned Missouri State Highway Patrol vehicles. This position is also responsible for imperative data entry and clerical tasks supporting the Communications Division's Radio Shop. 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.)

Encodes data into the computer database via the personal computer; verifies, modifies or deletes information as required.

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

Answers incoming calls and makes connection to person or division requested; takes messages for employees are visitors on a limited basis.

Assists with typing, checking, and/or processing purchase orders and invoices reference the statewide telecommunications bill as well as other division bills.

Receives, stamps, sorts, photocopies, microfilms, scans, and repacks records/documents.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of modern office practices, procedures, and equipment.

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 operate basic office machines to include the operation of a personal computer.

Ability to perform data entry.

Ability to sit in front of a PC and perform data entry for extended periods of time.

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

Ability to type and operate a standard computer keyboard.

Ability to exercise judgment and discretion and make decisions in accordance with laws, policies and regulations.

Ability to proofread and edit computer entries.

Ability to multi-task and prioritize assignments.

Possess basic arithmetic skills.

Ability to establish and maintain records and files (both electronic and hardcopy).

Ability to work under pressure.

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.)

Possession of a high school diploma or equivalent.

**NECESSARY SPECIAL REQUIREMENTS:** Completion of a typing test.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works a maximum eight-hour shift as directed by the division supervisor, making sure no more than 1,000 hours of work is completed in a time period of one year; however, working hours are subject to change at the discretion of the commanding authority.