Classification: Clerk Typist III (DVSD)

Title Code: V00033

Pay Range: 12

POSITION SUMMARY: This is a 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. 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.)

Types correspondence, forms, reports, and other materials from rough draft (e.g., MVI station renewal licenses); proofreads and edits all materials produced to ensure accuracy and completeness; copies, forwards, files, mails, and/or distributes materials produced.

Forwards monthly reports to Troops reference renewal of MVI station licenses.

Processes MVI division reports and applications (e.g., inspection station applications, inspector/mechanic applications, Troop personnel field reports, vehicle examination documents, etc.); responds to telephone calls and maintains appropriate files regarding reports and applications and distributes related materials as necessary.

Alphabetizes, transports, files, and purges correspondence, reports, forms, etc.

Receives, sorts, and prepares motor vehicle inspection sticker orders as needed.

Sorts, distributes, and accounts for incoming mail.

Assists with bulk mailings (e.g., wraps packages, weighs materials) as needed.

Answers telephone inquiries within the scope of job duties reference motor vehicle inspection; takes and transcribes messages, transfers calls as appropriate.

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

Maintains various clerical records and compiles periodic reports, as needed.

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

May serve as lead worker and provide technical guidance in supervisor's absence.

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

Ability to learn the department's computer system.

Ability to maintain clerical records and to prepare reports from same.

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

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

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.)

Possession of a high school diploma or equivalent AND possess at least two years of experience as a Clerk Typist II or comparable experience.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

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.