



**Classification:** Clerk Typist I - Scanning

**Title Code:** V0031

**Pay Range:** 07

### **POSITION SUMMARY:**

This position is responsible for scanning personnel files and other human resources related documents into electronic format. Various clerical support duties are also performed. The employee is expected to exercise discretion in handling sensitive and confidential information. 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.)

Prepares, scans, and codes documents into appropriate databases and personnel files.

Assists with answering incoming calls to the component and makes connection to person or component requested; answers routine nontechnical questions and refers other inquiries to proper person, component, or agency; takes messages for employees as necessary.

Merges personnel files received from other components with the main Patrol personnel file; removing duplicate information and sorting documents into appropriate order.

Relieves personnel assigned to the switchboard as required.

Tracks Secondary Employment requests on spreadsheet and files original document in appropriate files.

Creates Employee Biography Summary by researching employee's work and personal history, types information into appropriate format, logs and files a copy, and submits original to appropriate personnel.

Provides clerical and technical support to the component as needed (i.e., typing and filing correspondence and reports, assisting with special projects, etc.)

Performs other related work as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of business English, spelling, grammar, and arithmetic.

Knowledge of modern office practices, procedures, and equipment.

Ability to participate in a formal and on-the-job training program.

Ability to enter statistical data into the computer and prepare reports from statistical and/or other numerical data.

Ability to establish, alphabetize, transport, file, and purge records/documents in accordance with established procedures.

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Ability to learn the applicable computer systems and PC applications.

Ability to type, proofread, and edit correspondence, forms, reports, computer entries, etc.

Ability to generate form letters in response to routine employment inquiries.

Ability to answer the telephone and provide assistance.

Ability to deal with individuals from a variety of ethnic and educational backgrounds.

Ability to type and operate a standard computer keyboard.

Ability to operate basic office equipment as detailed in the description of duties, to include a multi-page document scanner.

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 high school or possess a GED.

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.