

Job Description
Missouri State Highway Patrol

Class Title: Clerk Typist II

Title Code: V00032

Effective Date: 10/30/92

Date Reviewed: 07/22/05 by TND

Date Revised: 12/27/04

Immediate Supervisor: As assigned

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

An employee in this class performs general typing and clerical work. Work is performed independently within the framework of rules and procedures; however, deviations from established precedents are normally cleared with a 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 and proofreads form letters, expense accounts, lesson plans, forms, reports, and other materials from rough draft.

Posts, checks, and corrects daily reports as instructed; maintains employee time records.

Feeds appropriate input data into the computer via the video terminal modifying and deleting input information as required.

Responsible for ordering, filing, and maintaining the division's monthly requisition and supplies.

Files form reports, searches files, and posts routine data; opens, sorts, and distributes mail to proper sources.

Serves as contact person for meeting the public, directs individuals to proper office and gives non-technical information when necessary; answers telephone inquiries, takes and transmits messages.

Operates standard office equipment, e.g., typewriter, calculator, fax machine, AS/400, and personal computers.

Maintains various clerical records and files; compiles periodic reports.

Performs other related duties as assigned.

Clerk-Typist II (Generic)

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of MULES, NCIC, DOR, and CHRS systems.

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 read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

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

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

Ability to acquire and maintain MULES certification.

Ability to work independently with general supervision.

Ability to establish and maintain harmonious working relations with others.

Ability to understand and communicate oral and written directions.

Ability to operate basic office machines.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

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

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, EDUCATION, AND TRAINING 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 high school or possess a GED.

Possess at least one year experience as a Clerk Typist I or comparable experience.