

Job Description  
*Missouri State Highway Patrol*

Class Title: Clerk Typist III

Title Code: V00033

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 responsible typing and clerical work. Duties may include serving as a lead worker to lower level clerks and typists and providing technical guidance in the supervisor's absence. Work is performed independently under general 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.)

Types correspondence, expense accounts, lesson plans, forms, reports, and other materials from rough draft or dictating equipment.

Files correspondence, reports, forms, etc.; searches files and posts routine data; opens, sorts, and distributes mail to the proper sources.

Serves as a receptionist, greets the public, directs individuals to proper office and gives nontechnical information when necessary; answers telephone inquiries, takes and transmits messages.

Grades tests; operates standard office equipment, e.g., typewriter, calculator, duplicating machine, etc.

Maintains various clerical records and files; compiles periodic reports.

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

Posts and checks officer daily reports and makes corrections as required; maintains employee time records.

Serves as a lead worker and provides technical guidance in the supervisor's absence.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

## Clerk-Typist III (Generic)

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Working 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 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 complex clerical records and to prepare reports from such records.

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

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 two years experience as a Clerk Typist II or comparable experience.