

Job Description

Missouri State Highway Patrol

Class Title: Clerk Typist II - Troop

Title Code: V00032

Effective Date: 09/03/1996

Date Reviewed: 01/29/2010 RS Troop B

Date Revised: 04/10/2009

Immediate Supervisor: Troop Commander or designated supervisor

Position Supervised: None

FLSA Classification: Non-exempt

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

POSITION SUMMARY

An employee in this position performs intermediate level typing and clerical work. Duties performed follow established procedures and the employee is expected work independently within given guidelines.

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.)

Enters forms, reports, and data received from officers into various databases; modifies information as required.

Types correspondence, expense accounts, forms, reports, and other materials from rough draft.

Files correspondence, reports, forms, etc.; searches files and posts routine data.

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

Operates standard office equipment, e.g., typewriter, calculator, duplicating machine, computer terminal, etc.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of business English, spelling, and arithmetic.

Working knowledge of modern office practices, procedures and equipment.

Ability to read English effectively.

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

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Ability to operate basic office equipment as detailed in the description of duties.

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

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

Ability to establish and maintain harmonious working relations with others.

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

Ability to operate a personal computer and be proficient in word processing and spreadsheet software supported by the Patrol.

Ability to work independently with general supervision.

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

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

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 a standard high school or possess a GED.

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