



JOB DESCRIPTION

Bedford County
Bedford, PA

Job Title: Clerk Typist I
Reports to: Warden

Status: Full-time

Pay Scale/Grade/Salary: Approved by salary board

JOB SUMMARY:

Provides Administrative and Fiscal support for the warden to assist in achieving stated goals and objectives..

ESSENTIAL FUNCTIONS OF THE JOB: (Illustrative Only)

- Maintains the Offender Management System by performing data entry functions pertaining to inmate accounts and commissary orders.
- Maintains inactive inmate files
- Prepares department reports such as statistical information
- Maintains all official prison documents and responds to subpoenas for information relating to these documents (logs and working documents)
- Attends meetings takes minutes
- Prepares written correspondence for the Executive staff including typing memorandums, letters and other written communications;
- Performs clerical duties including filing, copying and faxing as needed
- Maintains, orders and distributes inventory of office, general prison and inmate supplies.
- Performs basic maintenance on office automation equipment.
- Processes invoices for payment;
- Assists the Warden in preparation of the annual budget pertaining to expenditures
- Maintains the inmate commissary account and jail resident funds
- Supports the prison fiscal functions by processing incoming funds from the public, releasing funds and processing work release checks
- Performs other duties as described by a supervisor on an as needed basis.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge in contemporary office practices and procedures and basic software products:
- Knowledge of the jailhouse management system;
- Knowledge of basic accounting principles and procedures;
- Knowledge of law, legal documents and criminal justice system;
- Skill in customer service and telephone etiquette;
- Skill in computer and data entry;
- Skill in time management and multi-tasking;
- Ability to learn and manage various computer software;
- Ability to communicate effectively, both verbally and in writing;
- Ability to comprehend and apply concepts of general operations;
- Ability to maintain effective working relationships with individuals, coworkers, the public and other agencies
- Ability to work with confidential information.

MATERIAL AND EQUIPMENT USED:

- Adding machine and calculator.
- Excel Efficient;
- Desktop computer
- Miscellaneous office automation equipment, i.e. Fax, phone, copier, etc.

LICENSE (S) AND CERTIFICATE (S):

Ability to acquire a Certified notary certificate, experience in using computers and a familiarity in office procedures.

PHYSICAL ABILITIES:

- Sit for extended periods, keyboard, write, hear and speak;

SPECIAL NEEDS

Must have a valid driver's license and be able to travel if required to attend meetings and seminars.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, should be considered.

**The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

By signing this I acknowledge that I can perform all of the essential functions and duties described in this job description

Received by: Signed: _____ Date: _____

Print name: _____