



JOB DESCRIPTION

Bedford County
Bedford, PA

Job Title: Clerk Typist I

Reports to: Prothonotary Office

Status: Full-time

Pay Scale/Grade/Salary: Approved by salary board

JOB SUMMARY:

A Clerk Typist I engage in repetitive clerical work. Detailed instructions are given for new or difficult assignments and work is reviewed in process or upon completion for accuracy. Alertness and a willingness to learn and prepare for assignments of progressively increasing difficulty are essential.

GENERAL STATEMENT OF DUTIES:

Performs routine typing and general clerical duties; does related work as required.

ESSENTIAL FUNCTIONS: (Illustrative Only)

Depending upon the county office to which assigned:

- Types forms, letters, legal orders, affidavits, contracts, schedules, invoices, civil processes, vouchers, records, reports, index cards and similar materials from rough drafts or dictating machines;
- Sorts, records and files documents;
- Opens, processes and routes daily mail;
- Sorts and indexes correspondence, vouchers and similar materials;
- Logs and files correspondence, memoranda, reports and other materials alphabetically, numerically or by other predetermined classification;
- Acts as a receptionist, answering telephone and furnishing information and directions to visitors;
- Maintains simple clerical-accounting records;
- Receives payments, issues receipts, and makes deposits for licenses, fines and other bills;
- Types, processes and issues permits, licenses, titles, warrants and similar documents;
- Processes complaints, certificates, legal documents, purchase orders, claims, personnel papers;
- Schedules meetings and hearings;
- Waits on counter, assisting the public as requested;
- Advises public on completion of required forms;
- Prepares court notices and court lists;
- Receives and sorts incoming and outgoing mail; and
- Affixes proper postage

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Some knowledge of office terminology, procedures and equipment, and of business arithmetic and English; skill in the operation of a typewriter/computer; ability to type from clear copy or rough draft at a reasonable rate of speed; ability to understand and follow simple oral and written directions; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; tactful, courteous and accuracy.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of a standard high school course, including or supplemented by a course in typing/keyboarding; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

SPECIAL NEEDS:

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

This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other-related instructions and to perform any other job related duties requested by the Board of Commissioners. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

**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: _____

Revised 3/2018