



Classification: Temporary Professional (PIED Museum)

Title Code: V09811

Pay Range: Hourly

POSITION SUMMARY: This is a temporary position where the employee is to provide guidance to the Public Information and Education Division employees concerning the duties of a Clerk Typist (Museum Coordinator of the Public Information and Education Division). An employee in this position is closely supervised.

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.)

Serving as receptionist for the Colonel Alvin R. Lubker Memorial Safety & Education Center (S&EC) and as Museum Coordinator (see Division Special Order 05).

Scheduling S&EC tours and composing appropriate correspondence for the tours.

Conducting tours and audiovisual presentations for the S&EC.

Maintaining and updating displays in the S&EC.

Maintaining inventory records on historical items on loan to the division and items assigned to the division located in the S&EC.

Maintaining historical newspaper article files relating to the Patrol.

Proofing and typing correspondence, forms, reports, and other materials from rough draft.

Encodes data into the computer database via the personal computer; verifies, modifies or deletes information as required.

Files documents numerically, alphabetically, and/or by subject.

Alphabetizes, transports, files, and purges records/documents.

Answers incoming calls and makes connection to person or division requested; takes messages for employees and visitors on a limited basis.

Operates standard office equipment (e.g., personal computer, telephone, fax machine, document scanner, copier, computer printer, etc.).

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: 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 exercise diplomacy and patience when dealing with individuals.

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Ability to deal with individuals from a variety of ethnic and educational backgrounds.

Ability to exercise judgment and discretion.

Ability to represent the department with a courteous, helpful, and business-like attitude in all telephone and personal contacts.

Ability to read English effectively.

Ability to operate basic office machines to include the operation of a personal computer.

Ability to perform data entry.

Ability to sit in front of a personal computer and perform data entry for extended periods of time.

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

Ability to follow oral and written instruction.

Ability to proofread and edit computer entries.

Ability to establish and maintain records and files (both electronic and hardcopy). Extensive knowledge

Ability to type 40 words per minute with ten (10) errors or less.

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

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

Ability to work under pressure.

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

Ability to establish and maintain harmonious working relations with others.

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 AND EDUCATION 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.)

Possession of a high school diploma or equivalent.

FLSA STATUS: Non-Exempt

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WORK SCHEDULE: An employee in this position works a maximum eight-hour shift as directed by the division supervisor, making sure no more than 1,000 hours of work is completed in a time period of one year; however, working hours are subject to change at the discretion of the commanding authority.