

COMMONWEALTH OF PENNSYLVANIA
TREASURY DEPARTMENT

UNION POSITION VACANCY

THIS NOTICE IS TO ANNOUNCE THAT A
VACANCY EXISTS AS DETAILED BELOW

- (1) Class Title: Clerk I
- (2) Class Code: T0110
- (3) Office: Support Services
- (4) Pay Range: 2
- (5)*Last Day to apply for posted positions: 2/13/18
- (6) Work Hours: 8:00am – 4:30pm
- (7) Work Location: Finance Building, Harrisburg, PA 17120

Patrick C. Tighe/pbf
Director of Human Resources

2/6/18
Date

TREASURY EMPLOYEES SHOULD USE THE ATTACHED BID FORM TO APPLY, WHICH CAN BE EMAILED TO PBLANCH-FRIEDRICH@PATREASURY.GOV. NO LATER THAN THE CLOSE OF BUSINESS ON THE LAST DAY OF ACCEPTANCE.

ANYONE (other than Treasury employees) INTERESTED IN THIS POSITION USE ATTACHED APPLICATION OR GOTO <http://www.patresury.gov/careers/> TO FILL OUT AN APPLICATION. PLEASE SUBMIT TO PBLANCH-FRIEDRICH@PATREASURY.GOV NO LATER THAN THE CLOSE OF BUSINESS ON THE LAST DAY OF ACCEPTANCE.

CLERK I

Definition: This position works as a handler in the Building Services section in The Bureau of Support Services. It requires physical activity including heavy lifting.

An employee in this class performs within a structured work setting, which is characterized by standardized duties that follow well established methods and procedures. Duties involve a small portion of a work process or a single office activity, which is production or control oriented. Duties are characterized by well-established operating procedures and one step decisions based upon observation, the straight transfer of information, and/or one step arithmetic processes. Work includes duties that are confined to a process or activity and require very little adaptability to shifts in work schedule. Work is initially reviewed closely, and close supervision is received when new work processes or procedures are introduced, however, employees are expected to perform with limited guidance after the work process is learned and on regular assignments.

Characteristic Work Assignments: Files and retrieves materials by systematically sorting and storing documents alphabetically, numerically, chronologically, or using similar filing methods.

Logs or records the amount, type, disposition, and number of incoming or outgoing mail, forms, documents, phone calls, etc.

Opens and sorts mail into designated categories placing it into labeled boxes or receptacles for the organizational segment or address.

Wraps, packages, seals, and ties mail into bundles and places mail bundles into bags to be delivered to designated locations.

Responsible for lifting and storing boxes of files up to 20lbs.

Weighs mail to determine the proper amount of postage needed and ensures mails are properly labeled and legible.

Operates office and mail processing machines such as the typewriter, transcriber, adding machine, sorter, photocopier, telecopier, postage meter, addressograph, stamping machine, envelope stuffing machine, and labeling machine under conditions of work which don't require any prior familiarity in use.

Prepares labels to identify the contents of packages, file folders, mail booklets, etc.

Folds letters, documents, or circulars, and stuffs into envelopes.

Codes documents, forms, records, etc for identification, reference, and filing.

Receives applications, documents, forms, and fees directly from the public and screens, sorts, and assembles for further processing.

Proofreads typed documents to insure typographical accuracy.

Performs receptionist duties by greeting visitors, directing individuals to proper office locations, taking information, and screening and routing telephone calls.

Transfer information onto forms, form letters, cards, envelopes, labels, charts, and transmittals.

Performs related work as required.

Required Knowledge, Skills and Abilities: Knowledge of the English alphabet, Arabic numbering system and chronological sequences by day, month, and year.

Ability to perform within prescribed office procedures, maintain harmonious working relationships, and function according to standard work practices and conduct.

Ability to read simple sentences or phrases written in the English language.

Ability to understand and follow detailed oral and written instructions.

Ability to sort or group materials into different categories based on sameness, omission, uniformity, or other conditions.

Ability to keep categorical log records on such information as the amount, type, or disposition of materials or individuals.

Ability to file and retrieve materials by matching the item category with the appropriate file heading.

Ability to transfer information accurately from one source to another.

Ability to proofread the straight transfer of information for accuracy and to correct copying errors.

Ability to perform basic arithmetic calculations such as the adding and subtracting of whole numbers and decimals; and multiplying and dividing by one digit whole number or decimal multipliers and divisors.

Ability to use code reference sheets in assigning numbers, letters, or symbols to corresponding items for direct cross reference.

Ability to learn the operation of office and mail processing machines such as the typewriter, adding machine, photocopier, postage meter, and addressograph.

Ability to lift 50lbs and perform manual labor.

Sufficient physical dexterity to allow performance of clerical work such as filing, sorting papers and opening mail.

Minimum Experience and Training: Possession of the required knowledge and abilities.