

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: Training and Development
- (4) Pay Range: 2
- (5)*Last Day to apply for posted positions: 05/17/19
- (6) Work Hours: 8:00am – 4:30pm
- (7) Work Location: Finance Building, Harrisburg, PA 17120

Patrick C. Tighe/veg
Director of Human Resources

05/10/19
Date

ANYONE INTERESTED IN THIS POSITION, PLEASE APPLY TO ROOM 104, FINANCE BUILDING, NO LATER THAN THE CLOSE OF BUSINESS ON THE LAST DAY OF ACCEPTANCE.

TREASURY EMPLOYEES SHOULD USE THE ATTACHED BID FORM TO APPLY, WHICH CAN BE EMAILED TO HR@PATREASURY.GOV.

CLERK I

DEFINITION: This is a clerical position that is responsible for the daily operation of the training room facility and offers clerical support as needed.

An employee in this class manages the daily operation of the training room facility. This includes the coordination of the training facilities up-keep, assets and materials. Responsible for equipment and reporting of equipment failure. Provides clerical support to the Training and Development staff as disseminated by the Sr. Workforce Development Specialist and/or Bureau Director.

EXAMPLES OF WORK:

Responsible for the coordination of training room set-up, breakdown and any special cleaning requests.

Ensuring the requesting equipment is set-up and functioning properly.

Explaining to facility users the operation of the standard equipment and ensuring the facility users also are aware of what is prohibited use of equipment.

Assisting individuals or groups with training room issues.

Securing the facility and equipment after each use.

Filing and storage of all training materials.

Set-up and run all webcasts and webinar meetings.

Staying current with developments in training by reviewing the training room calendar, reading all emails and notices, verbal admonitions, and attending approved relevant courses identified by the Sr. Workforce Development Specialist and/or Bureau Director.

Monitoring, identifying and ordering office supplies; organization of supply cabinets, and maintaining accurate inventory documentation.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:

Ability to communicate, both written and orally, professionally and effectively with diverse audiences and individuals.

Ability to use business equipment such as internet, telephone, copier/printer/fax and other training equipment.

Ability to understand and follow detailed oral and written instructions.

Ability to adapt quickly to changing situations.

Ability to display a professional image at all times; even when facing challenges.

Ability to resolve problems that arise and asking for assistance when needed.

Ability to treat others with respect, fairness and consistency.

Knowledge of Microsoft Outlook.

MINIMUM EXPERIENCE AND TRAINING: Possession of the required knowledge and abilities.