

Position: Clerk Typist III

Department: Business Services/ Administration

Job Description: This position will report to the Assistant Commissioner Operations/Legislative Affairs and will work under ADRE Administration.

Duties:

- Performs varied and complex clerical tasks requiring considerable knowledge of rules, regulations, and procedures;
- Operation of computer equipment including, but not limited to commercial scanners;
- Researches files to obtain specific information;
- May type reports or correspondence from notes or rough drafts with considerable latitude considering format;
- Responsible for the timely and efficient completion of various clerical duties and projects under minimal supervision; for lead worker functions as assigned.
- Processing various ADRE forms when necessary;
- Scanning, copying, and filing documents when necessary.
- Act as primary back up for the HUB, answering phones and responding to message center inquiries.

Knowledge, Skills and Abilities:

- Complex office and clerical procedures and practices; methods and procedures for researching files to obtain specific information;
- Office policies and procedures sufficient to perform limited discretionary tasks;
- Ability to perform varied and complex clerical tasks requiring considerable knowledge of rules, regulations, and procedures;
- Ability to work within deadlines;
- Ability to understand written and verbal instructions and complete assigned tasks accurately;
- Ability to exercise good judgment in safeguarding confidential and sensitive information;

- Extensive experience operating standard office equipment including desktop computers, copiers, scanners, and fax machines;
- Establish and maintain effective, cooperative relationships to conduct work product; and

Salary: Range begins at \$20,800.00

Grade: 11

Qualified applicants shall apply by sending completed resumes to sdobbins@azre.gov

No phone calls or office visits.

This position is not covered by the State Personnel Merit Rules.