

BEAVER COUNTY CHILDREN AND YOUTH SERVICES

TITLE: CLERK TYPIST III
DEPARTMENT: CHILDREN AND YOUTH SERVICES
POSITION: L0033

PURPOSE OF THE POSITION:

This is a vital position that supports the work of the agency staff in regard to client and court communication and record keeping. Supervision for this role is performed by the Administrative Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS POSITION. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Answer multi-line telephone system
- Type letters, forms and reports-Walmart, Giant Eagle, Save ALOT, etc.
- Scan, upload, retrieve and print documents into agency case management system
- Event planning execution for agency events including staff and Advisory Board meetings
- Copy contracts and mail for Program Specialist
- Order and maintain office supply inventory
- Organize and execute client benefit events such as shoe program, summer camp, etc.
- Perform related work as required, i.e.
 - Separate faxes and distribute
 - Make multiple copies for supervisors
 - Learn CAPS system and input data
 - Compile paperwork to formally close and seal adoption files older than one year
 - Update-Total Access-Mine's Filing and Data System
 - Create labels and dispatch to whoever may need

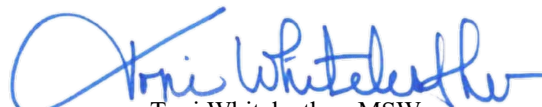
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of computer and programs-Microsoft Excel, Access and Outlook
- Ability to operate copy machines, postage meter, fax machines, calculator
- Ability to multi-task
- Ability to proofread information for compliance with procedures, proper spelling and grammar
- Ability to compose general letters
- Ability to understand and follow oral and written instructions

MINIMUM EXPERIENCE AND TRAINING:

Six months as a clerk Typist 2, and educational development to the level of completion of high school
OR 1 year of progressively complex clerical typing experience and completion of high school
OR 6 months of moderately complex clerical typing work and completion of a post high school business curriculum or any equivalent experience and/or training which provided the required knowledges, skills and abilities.

08.07.2026


Toni Whiteleather, MSW
Administrator