

**SOUTHWESTERN PA HUMAN SERVICES, INC.**

**JOB VACANCY NOTICE**

**POSITION:** Clerk Typist (Full-Time)  
Charleroi, PA

**PAY GRADE:** 2

**WAGE:** \$19,203 (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Performs a variety of office tasks and a wide range of support procedures and functions required by the agency and/or program for successful operations and the expeditious delivery of quality services.
- Serves as the initial contact person for the Office for Corporate Administration which includes, Corporate Legal Counsel and Human Resources.
- Conducts successful task and/or assignment completion within established procedures and protocols.
- Assists with the maintenance of the corporate-wide personnel filing system and communicating with all levels of staff.
- Screens visitors and phone calls for program and office staff.
- Maintains and processes records, client information, forms, supply and equipment requisitions, payment and billing information, etc.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

**QUALIFICATIONS:**

- Demonstrated proficiency on a typewriter and/or computer keyboard, at a minimum speed of 45 words per minute with no more than three errors.
- Knowledge of general office procedures, including interpersonal skills and telephone interaction.
- Demonstrated ability to perform work requiring preciseness with a high degree of accuracy.
- Ability to sit for long periods of time during the workday.
- Ability to operate a keyboard and a multi-line telephone simultaneously with a high degree of accuracy.
- Ability to occasionally lift office supplies weighing up to 10 pounds.
- Ability to understand and carry out specific instructions.
- Ability to readily shift priorities.
- Must successfully obtain Criminal History Clearance from the PA State Police.

**QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING # 18151-NO LATER THAN JULY 26, 2018.**

**EQUAL OPPORTUNITY EMPLOYER**