

Clerk Typist II

OVERALL OBJECTIVE OF JOB

This is a responsible professional clerical position involving the application of clerical/receptionist duties required to assure smooth and efficient office operations.

ESSENTIAL FUNCTIONS OF JOB

- Responsible to provide clerical support to staff of this agency. This will consist of general as well as project specific functions associated with typing, creation of other material associated with presentations and/or programs, processing applicable phone messages and mail, scheduling/verifying appointments and/or meetings.
- Responsible for backup receptionist duties where assigned which includes answering and routing incoming phone calls and greeting the public in a professional manner.
- Incumbent of this position will be responsible for typing and proof reading documents such as reports, letters, office forms, memos, etc. As such, incumbent must have a good knowledge of appropriate filing techniques and be able to retrieve documents that have been filed. Will be available to take dictation, type and/or transcribe reports, documents and correspondence as necessary.

OTHER DUTIES OF THE JOB

- Responsible to fill in for other clerical staff of the Behavioral Health Commission as assigned by Supervisor.
- The incumbent of this position encounters confidential information regarding consumers and must maintain strict confidentiality as defined by state and federal regulations and agency policy.
- Attends meetings, training and staffing as required.
- Performs other clerical duties as assigned by Supervisor.

QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE

- Must have a high school diploma or GED.
- A minimum of one year experience within the clerical field.
- A working knowledge of Microsoft Office and Excel software.

Competitive salary with excellent fringe benefits provided, commensurate with experience and education of the candidate.

Interested candidates may pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550 or you may access the application on our website.

Applications must be received at this office by July 27, 2018.

ATTN: Karen Myers, Personnel
Mercer County Behavioral Health Commission, Inc.
8406 Sharon-Mercer Road
Mercer, PA 16137

karen.myers@mercercountybhc.org

Affirmative Action/Equal Opportunity Employer