



COMMONWEALTH OF PENNSYLVANIA
invites applications for:

Clerk Typist 3

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

SALARY: \$32,841.00 - \$48,998.00 Annually
JOB TYPE: Civil Service Permanent Full-Time
DEPARTMENT: State Employees' Retirement System
LOCATION: Dauphin County
OPENING DATE: 02/09/18
CLOSING DATE: 02/23/18 11:59 PM
JOB CODE: 00230
POSITION NUMBER: 00185531
UNION: AFSCME Master Agreement
BARGAINING UNIT: A1
PAY GROUP: ST04
BUREAU/DIVISION CODE: 1002
BUREAU/DIVISION: Legal Office
WORKSITE ADDRESS: 30 North Third Street
CITY: Harrisburg, PA
ZIP CODE: 17101
CONTACT NAME: Katie Mathews
CONTACT PHONE: 717.237.0242
CONTACT EMAIL: kmathews@pa.gov

THE POSITION:



- **Work Hours:**
 - 8:00 a.m. - 4:30 p.m. or 8:30 a.m. - 4:30 p.m preferred
 - 7:30 a.m. - 4:00 p.m. or 8:00 - 4:00 p.m. may be considered
- **Supervisor:** Lena Bickle, Administrative Officer 2
- **Seniority:** This vacancy is subject to the seniority provisions of the AFSCME Master Agreement.

POSITION PURPOSE

Provides administrative support to Administrative Officer, Chief Counsel and other Legal Office attorneys to ensure effective and efficient operations.

Provides administrative support to attorneys in preparing initial drafts of legal documents, reviewing incoming legal document and when appropriate, making recommendations regarding proposed actions.

DESCRIPTION OF WORK:**ESSENTIAL FUNCTIONS**

1. Communicates effectively both oral and written
2. Types and files correspondence proficiently
3. Uses office equipment, computer and software programs proficiently (Word, Excel)
4. Analyzes written rules and regulations
5. Proofreads documents
6. Delivers documents to other agencies up to 1 mile away
7. Gathers and compiles data
8. Adapts work habits based on workflow
9. Performs duties in accordance with the Right to Know Law
10. Applies knowledge of SERS code, rules and regulations in completion of duties

RESPONSIBILITIES

Provides administrative assistance and support to the Administrative Officer, Chief Counsel and other Legal Office attorneys. Administrative duties include preparation of letters, reports, contracts, briefs, answers, opinions and transmittals for signature.

Conducts research of statutes, code and case law utilizing LexisNexis for Legal Office attorneys and Chief Counsel.

Reviews Investment side letters and makes recommendations to Investment attorneys based on analysis of side letter language.

Prepares new case files for Domestic Relation Orders (DRO), determines which attorney to assign case to, maintains DRO Excel spreadsheet. Analyzes legal documents for compliance with PA Statute and SERS Code. Prepares monthly DRO report. Updates open DROs, updating attorney files and logs.

Coordinates the review and approval process for form and legality of all Power-of-Attorney, guardian and trust documents. Utilizes the electronic scanning process to put Power-of-Attorney's ("POA's") into the agency workflow for System approval. Composes correspondence of inquiry or explanation relating to approval process. Prepares and distributes monthly POA report to Benefits Attorneys and Chief Counsel.

Gathers and compiles documents for the preparation of subpoenas, including assembly, organization and production of requested information and prepares subpoena response letter for attorney's final review. Coordinates with attorneys to ensure that subpoenas are answered in a punctual, efficient and expeditious manner.

Proofreads documents to ensure that information is correct, complete and adheres to SERS' policies.

Compiles data for and prepares Chief Counsel Status Report for approval, revises report, and distributes to Office of General Counsel, Chairman, Executive Director, Chief Counsel, Chief Investment Officer and Director of Member Services.

Peruses, docket and prioritizes incoming mail. Maintains tickler system. Compiles and maintains files.

Performs typing, filing, copying and mail processing as required by the tasks of the job, as requested by the attorneys, and as required for the functioning of the Legal Office.

Answers incoming calls and secures clear and concise messages. Provides information of a non-confidential nature and relates pertinent information to requesting parties. Independently makes

decisions on which areas in SERS can best serve our Members needs when taking phone calls.

Functions as travel coordinator for the Legal Office and Chief Counsel. Responsibilities include coordination of travel arrangements, writes travel justification, creates itineraries, prepares travel expense vouchers, follows-up and verifies travel arrangements with hotels, flights, and reserves State vehicles.

Functions as training coordinator. Responsibilities include preparation of out-service training requests, preparation and processing of invoices for payment, and obtaining necessary Agency and Office of General Counsel approvals. Completes reservations for training, obtains agendas of training, and completes expense vouchers.

Develops and monitors document archival and retrieval procedures and retention schedules. Maintains document retention list for all POAs, Guardianships and Trusts. Follows Operation's and Legal's policies for sending records to retention.

Prepares written procedures, forms and practices to be used in the cross-training of staff as well as the documentation of SERS' policies and procedures.

Cross-trains the back-up support staff in Subpoenas, POAs, Guardianships, travel processes and Library Inventory and invoicing.

Acts as backup for the duties of other Legal Office non-lawyer staff.

Manages the indexing and scanning of legal documents to be put in the Content Management System.

Develops, maintains and oversees the Legal Advisory Memorandum ("LAM") process, including logging of LAMs, preparing monthly reports and scanning and distributing LAMs to appropriate in-house staff. Assigns docket number to LAMS.

Reviews and compares monthly spending reports and reconciles against expenditures of the Legal Office expense report and uses this information for input on next fiscal year budget. Assists with the electronic budgetary process by posting expenditures that have been submitted to Office of Finance Administration for payment.

Oversees the Business Continuity Plan ("BCP") by reviewing reports; making decisions on updates for inclusion in BCP; reproduce and distribute monthly to the Legal Office managers.

Opens, reads and distributes mail to appropriate members of the legal staff. Prepares outgoing mail to ensure that mail delivery and pickups are punctual in order to meet stringent filing deadlines. Determines what mail Chief Counsel needs to review, determines incoming mail items that have a time-sensitive nature and process appropriately.

Determines supply needs for the Legal Office, researches on-line for special order items, recommends to the Legal Office, prepares justifications and submits electronic supply requisitions.

Maintains the electronic filing system as well as paper files for the Legal Office administrative files.

Assists in preparing the monthly Hearing Status Report.

Maintains and updates legal library as well as inventory of legal library. Replaces out-dated supplemental pamphlets. Assesses relevance of incoming books and after reviewing Legal Office budget, determine whether book should be purchased. When necessary, obtain Chief Counsel's approval of invoices before forwarding invoice to OFA for payment.

Scans documents for Appeals and imports to the Executive-Legal Board and imports into DAWPM.

Maintains service records for office equipment, arranges servicing and repair needs, determines equipment needs for Legal Office.

Uses DAWPM and SERIS as it relates to POAs, DROs, LAMs, Appeals, Briefs, correspondence and

telephone calls.

Operates office machines such as photo-copier, date stamper, binding machine, fax machine and scanners.

Assists with preparing Hearings case files. Logs Hearings in OGC LawNet, assists with maintaining Hearings case files.

Performs related work as required.

DECISION MAKING

Works independently with moderate supervision. Work tasks are assigned by the supervisor or received directly from an attorney or the Chief Counsel. Legal training is provided in completing technical assignments. Employee's work product is reviewed and direction is given in areas of prioritizing work, personnel matters and comprehension of office policy and procedures. Directions are provided on an "as needed" basis.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

MINIMUM EXPERIENCE AND TRAINING

You must meet the minimum experience and training for the job title:

Six months as a Clerk Typist 2, and educational development to the level of completion of high school; or One year of progressively complex clerical typing experience and completion of high school; or Six 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.

PA RESIDENCY

Pennsylvania residency is required.

RECRUITMENT METHODS

You must be eligible for selection in accordance with civil service rules. Applicants must meet one of the following methods to be considered for this vacancy.

1. Seniority Promotion
2. Seniority Unit Lateral
3. Seniority Civil Service Lists

The next lower classification(s) for promotional purposes in accordance with collective bargaining are Clerk Typist 2 (00220).

When the collective bargaining obligation(s) have been met, then the following recruitment methods may be used:

1. Civil Service Lists
2. Transfer
3. Reassignment
4. Reinstatement
5. Voluntary Demotion
6. Promotion Without Exam (PWOE)
 - You must have or have held regular civil service status in one of the following classifications:
 - Clerk Typist 2 (00220)
 - You must meet meritorious service criteria defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of this posting, and (b) the last due overall regular or probationary performance evaluation was satisfactory or higher.

- You must meet seniority criteria defined as a minimum of one year in the next lower class (es) by the posting close date.

APPLY

The following materials must be submitted with the online application.

- Resume
- Employee performance review: most recent regular or probationary review or indicate that one is not available.
- Memo/letter (voluntary demotion only): indicate you will accept the appropriate reduction in pay.

Applicants should apply online. Visit www.employment.pa.gov. Click on the Open Jobs tile. From the Menu in the upper left corner of the screen, select the PA Internal Job Postings link. Open the relevant job announcement and from within the announcement, click the green Apply button. Use the point of contact listed above if you are unable to apply online and require assistance with an alternate application method.

Failure to comply with the above application requirements will eliminate you from consideration for this position. Please use the contact information provided for assistance

You can [track the status](#) of current SERS openings from the Jobs page of the SERS website.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.employment.pa.gov>

Position #I-2017-09984
CLERK TYPIST 3
KM

OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120

jobs@pa.gov

An Equal Opportunity Employer
