



PENNSYLVANIA OFFICE OF
CONSUMER ADVOCATE

Open Position Announcement
Pennsylvania Office of Consumer Advocate

Pennsylvania Office of Attorney General
555 Walnut Street, Forum Place, 5th Floor
Harrisburg PA 17101-1923
(717) 783-5048 (voice); (717) 783-7152 (fax)



 www.oca.state.pa.us

Clerk Typist I

SALARY RANGE: Clerk Typist I: Pay range 2; starting salary \$26,253
Full-time, non-civil service, Union

BASIC FUNCTION:

The Pennsylvania Office of Consumer Advocate (OCA) is seeking a Clerk Typist I. OCA is the statutory representative of the Pennsylvania's consumers of regulated electric, gas, telephone, water, and wastewater services. The Clerk Typist works with staff to ensure that mailings, daily filings and deliveries are complete, completes basic typing such as cover letters and certificates of service, provides copying and assistance as needed.

EXAMPLES OF DUTIES:

- Greet visitors and vendors, daily deliveries in the Capitol Complex, distribute incoming mail, take mail to mail drop, copy mail as needed, scan large and small documents and other materials, bind testimony, briefs, case materials/reports, copy Consumer Bulletins for Consumer Liaison, type cover letters and certificates of service, assist with file closings, including stocking, moving, re-shelving, miscellaneous filing for coordinator files, assist with phones as needed, stock paper in work room, at printers and stock/restock supplies, shred and recycle materials as needed.

MINIMUM EXPERIENCE AND TRAINING:

- Good people skills, quick learner
- Must be able to lift paper boxes, walk throughout Capitol Complex for deliveries
- Experience with (or knowledge of) Microsoft products
- The ideal candidate will possess excellent customer service skills including being positive and professional in all interactions. Be organized and detailed in accomplishing their work. Be proficient in operating a telephone and computer. Have typing skills with attention to accuracy and detail. This person should have an excellent work ethic and the ability to develop and maintain effective working relationships.

To apply, send cover letter and résumé (1) by first-class mail to Christine Maloni Hoover, Office of Consumer Advocate, 555 Walnut Street, 5th Floor, Forum Place, Harrisburg PA 17101-1923, and (2) by electronic mail to posting@paoca.org.