Career Opportunity Bulletin

CLERK IV

Code: 000400 **Pay Grade:** 18 ($15.22 – 20.27/hr.)*

**plus an additional 1% recruitment and retention salary adjustment.*

Open for Recruitment: June 13, 2016 **–** January 25, 2017

JOB DESCRIPTION

This position oversees, monitors, and coordinates functions relating to personnel, clerical services, and office operations and may include building maintenance and leased property. As a Clerk IV, your work exercises independent judgment, initiative, and discretion to make determinations on varied matters and those specific to each hiring agency.

Typical Duties

- Plans, organizes, assigns, schedules, prioritizes, monitors, and reviews the work of administrative support staff.
- Screens, interviews, selects, trains, and evaluates (Performance Appraisals) staff; and recommends termination actions.
- Develops and recommends policies and procedures to improve overall operations.
- Interprets and explains rules, regulations, polices, and procedures; and applies them to program operations and individual cases.
- Codes, computes, reconciles, and updates standard documents and financial transactions.
- Gathers and tabulates information; and prepares reports on unit activities.
- Examines documents for compliance with applicable regulations.
- Develops, posts to, amends, and updates web pages using established content.
- Assesses office needs and recommends/implements improvements for workspace, equipment, ergonomics, and workplace safety.
- Oversees routine maintenance needs of the building and initiates action to resolve building problems.
- Resolves basic computer hardware and software problems.

MINIMUM REQUIREMENTS

In order to qualify, you must have six (6) years of responsible clerical experience to include two (2) years performing supervision or performing highly independent clerical work.

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- Public Service
- Career Diversity
- Statewide Locations
- Benefits
- Retirement
- Paid Holidays
- Training
- Career Path
- Promotional Opportunities

HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

***Value of State-paid Dental Insurance: $13.13 biweekly**

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): $428.24 biweekly
- Level 2: 95% State Contribution (employee pays 5%): $407.48 biweekly
- Level 3: 90% State Contribution (employee pays 10%): $386.73 biweekly
- Level 4: 85% State Contribution (employee pays 15%): $365.97 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2016

Value of State's share of Employee's Retirement: 15.85% of pay.

Maine State Government is an Equal Opportunity/Affirmative Action Employer