

Patrol Clerk
Ohio Turnpike & Infrastructure Commission

The Ohio Turnpike & Infrastructure Commission is seeking a Patrol Clerk to work at our Ohio State Highway Patrol (OSHP) - Milan Post located at Exit 118 on the Ohio Turnpike.

REQUIREMENTS

Must possess one year experience in an office setting and must be able to type 60 words per minute with skill and accuracy. Must have knowledge of general office practices and procedures; agency-specific practices and procedures*. Skill in the operation of office machines (e.g., personal computer). Ability to deal with problems involving several variables within familiar context; apply principles to solve practical, everyday problems; interpret instructions in written or oral form; complete routine forms; arrange items in numerical or alphabetical order; move fingers easily to perform manual functions (typing); assess questions and provide appropriate information or referral.

(*) Developed after employment

DUTIES/RESPONSIBILITIES

Provides secretarial and clerical assistance through routine administrative tasks (i.e., drafts routine correspondence; compiles data; screens problems and obtains files and records to support same for referral; codes, logs and maintains reports as needed); types and proofs standard and/or technical correspondence and reports; performs other clerical duties (e.g., maintains files; sorts and routes mail; answers phone and screens calls; greets visitors; orders and stocks basic office supplies; makes copies; prepares material for mailing; process faxes, incoming/outgoing logs); performs any other duties as may be assigned.

LOCATION AND TYPICAL HOURS OF WORK

Milan Patrol Post 90 (Sandusky County) - Ohio Turnpike, Exit 118, Milan, Ohio. The normal hours of work are 8:30am to 5:00pm, Monday through Friday. Employees do not pay tolls to and from their work installation(s).

SALARY

The salary range for this position is \$41,815.80 - \$51,649.00 annually, plus excellent benefits.

APPLICATION PROCESS

Those interested may obtain a copy of the employment application at www.ohioturnpike.org. Individuals must print the application, fill out using a blue or black ink pen, and send it along with a cover letter, resume and a signed FCRA Authorization Form via U.S. mail to:

The Ohio Turnpike & Infrastructure Commission
Attn: Human Resources Manager
Reference: Patrol Clerk
682 Prospect Street
Berea, Ohio 44017

Applications must be received no later than Monday, July 27, 2015 at 5:00 p.m.

The Ohio Turnpike & Infrastructure Commission is an *Equal Opportunity Employer*