

CLERK TYPIST

DEFINITION

Under supervision, performs a variety of clerical duties, usually involving the use of a typewriter or computer in an administrative office or school; and performs related work as required.

CHARACTERISTICS

Positions in this class perform the more routine clerical and typing tasks normally working under close and continuous supervision, performing a group of repetitive or closely related duties according to established procedures. While a variety of tasks may be assigned, each step usually fits a pattern which has been established and explained before work is started.

EXAMPLES OF DUTIES

Performs a variety of clerical work such as typing, checking, proofreading, filing, posting information on records and compiling information for reports and summaries. *E*

Answers telephone. *E*

Maintains a variety of files and records. *E*

Types rough and final copy of material from clear copy or written rough drafts, and operates office equipment. *E*

Duplicates materials. *E*

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern office equipment and procedures;
2. English usage, spelling, grammar, and punctuation;
3. Basic math; and
4. Telephone etiquette.

Ability to:

1. Learn procedures and routines of the assigned area rapidly, performing a wide range of routine clerical work;
2. Sort and file accurately and locate material in files;
3. Learn to operate various types of office machines;
4. Learn to operate various types of audio-visual equipment may be required in some positions;
5. Receive and give information over the telephone or in public in a courteous manner;

Ability to: (cont.)

6. Perform basic arithmetical calculations with speed and accuracy;
7. Understand and carry out oral and written instructions;
8. Establish and maintain effective relationships with those contacted in the course of work;
9. Keyboarding with accuracy at an acceptable speed; and
10. Comprehend and follow instructions.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

WORKING CONDITIONS

Environment:

Office environment; subject to constant interruptions.

Physical Abilities:

Dexterity of hands and fingers to operate a typewriter and standard office equipment; moderate lifting, carrying and pushing objects up to 25 pounds; hearing and speaking to exchange information in person or on the telephone; seeing to read from rough and clear copy.

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