

TITLE: CLERK/TYPIST

CODE: 11227

GENERAL DESCRIPTION:

This is responsible general clerical work involving the performance of routine typing, filing and related clerical work.

Work involves responsibility for accurate typing and handling of clerical tasks. Duties include typing, filing, reception, duplicating, and record keeping. This position also has the responsibility for making routine clerical decisions in accordance with established procedures. This work requires that the employee have good knowledge, skill and ability in routine typing and clerical work.

SUPERVISION RECEIVED:

Works under the immediate supervision of supervisory higher level staff.

EXAMPLES OF DUTIES:

Types or word processes correspondence, index cards, information on forms, and simple reports from copy or rough draft. Enters data using a computer terminal or personal computer, as assigned.

Sorts, removes and replaces documents in files.

Answers telephone and directs callers or takes messages. Greets, directs and announces visitors. May operate radio and dispatch, as assigned.

Performs routine posting and simple tabulations and calculating. Verifies figures against records.

Fills out forms from information provided by others.

Maintains event calendars from information provided by others.

May compose simple correspondence, as assigned.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of general office procedures.

Some knowledge of the operations of standard office machines and a computer terminal and personal computer.

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Good knowledge of business English.

Skill in typing at the net rate of 35 wpm.

Good ability in oral communications and some ability in written communications.

Good ability to follow oral and written instructions.

Some ability to perform administrative procedures.

Good ability to learn the operations of the assigned department.

Considerable ability to establish and maintain effective working relationships with coworkers, customers and the general public.

QUALIFICATIONS:

A high school diploma or the equivalent plus some clerical experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

None.