

CLERK TYPIST I

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical work of limited complexity and variety requiring the skilled use of a computer and/or typewriter. Employees in this class perform duties, the clerical aspects of which are standardized and repetitive, but which require training in keyboarding input. Detailed instructions are given at the beginning of the work and on new assignments, but employees familiar with the operations and procedures may work with some independence and some initiative and judgment is utilized as experience is gained. Employees may make arithmetic or other checks upon the work of other employees for accuracy although direct supervision is not usually exercised. Work is subject to close supervision and is reviewed by a superior upon completion for both content and accuracy.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Types articles, forms, vendor's claims, letters, memoranda, bulletins, reports, tabulations, purchase orders, cards, payrolls, trial calendar requisitions, marriage cards, copies of ordinances and resolutions, birth and death certificates and records, attendance and student records, laboratory reports, case reports, commitment papers and other material from copy, rough draft or dictating machine;
- Sorts and files correspondence, checks, vouchers, index cards or other materials by numeric, alphabetic or other established classifications;
- Assists in the maintenance of personnel, payroll, equipment or other records, and in the preparation of reports;
- Makes simple arithmetic calculations;
- Computes data from requisitions, statistical reports, time reports or other records;
- Acts as receptionist;
- Answers telephone and personal inquiries;
- Routes visitors and calls;
- Secures and gives out routine information relating to office operations and activities;
- Operates the switchboard or other office equipment ;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Working knowledge of business arithmetic and English;
- Working knowledge of office practices, procedures and equipment;
- Working knowledge of personal computers and office equipment;
- Ability to type accurately;

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- Ability to make routine arithmetic computations and tabulations accurately and with reasonable speed;
- Ability to learn assigned clerical tasks readily within a reasonable period of time, and to adhere to prescribed departmental routines;
- Ability to establish and maintain effective working relationships with other employees and with the public;
- Ability to understand and carry out oral and written instructions;
- Ability to write legibly;
- Clerical aptitude;
- Mental alertness;
- Neatness;
- Accuracy;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a high school equivalency diploma which shall include or be supplemented by a course in typing; **OR**
- b) One (1) year of satisfactory fulltime paid clerical work experience which shall have included substantial part-time typing duties; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

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