

## **CLERK TYPIST II**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves performance of clerical work, requiring the skilled fulltime or part-time use of a computer in the performance of moderately complex work tasks and problems. Work assignments are normally received directly from a clerical or technical superior or arise from the receipt of papers, claims or documents presented to the office for processing. Employees in this class perform tasks that require skilled typing but principal emphasis is upon the difficulty of and responsibility involved in the related clerical work. Assignments require the use of independent judgment based on knowledge gained through experience in the performance of moderately complex office duties requiring the use of judgment in the application and explanation of various regulations and procedures. Supervision may be exercised over a small group of employees assisting in routine details. Work may often include contact with the public in the explanation of office policies or applicable regulations. Work is generally reviewed by a supervisor through observation of work activities, specific review of actions taken and by giving advice and assistance when unusual or difficult matters arise.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Composes and types letters and other correspondence and prepares rough drafts, reports, narratives and tabulations requiring an application of office policy to specific situations;
- Types copy, rough drafts, forms, accounting and financial statements, letters, payrolls, medical records and case histories, vouchers or other material frequently requiring independent action and discretion on problems encountered;
- Acts as receptionist in taking detailed information, filing forms, interviewing and directing persons seeking information;
- Explains assessments, interest and penalty and makes computations;
- Accepts legal papers and gives out information requiring knowledge of departmental rules, regulations and procedures;
- Prepares office reports requiring the collection and selection of data, signs letters or documents in lieu of the department head;
- Corrects and scores tests and computes basic statistical measures;
- Maintains statistical records requiring some interpretation and selection in the makeup of statistical records;
- Maintains accounting, financial and cost records where technical accounting knowledge is not required;
- Prepares payrolls, vouchers, requisitions and purchase orders;
- Maintains personnel, financial and other similar records;
- Supervises a small group of employees engaged in routine clerical and typing duties;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Good knowledge of office terminology, procedures and equipment;
- Working knowledge of personal computers and office equipment;
- Good knowledge of business arithmetic and English;
- Ability to type accurately at a satisfactory rate of speed;
- Ability to understand and carry out oral and written directions;
- Ability to get along well with others;
- Ability to write legibly;
- Ability to maintain clerical records and prepare report forms;
- Ability to make routine decisions in accordance with rules and regulations and apply them to work problems;
- Clerical aptitude;
- Mental alertness;
- Neatness;
- Accuracy;
- Tact and courtesy;
- Integrity;
- Good judgment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- a) Graduation from high school or possession of a high school equivalency diploma and two (2) years of satisfactory, fulltime, paid clerical experience which shall have involved typing; **OR**
- b) Four (4) years of satisfactory fulltime paid clerical work experience which shall have involved typing; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

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