

CLERK TYPIST I-II

DEFINITION

Work is performed under general supervision and is of a varied and increasingly responsible nature. Incumbents in this classification are normally engaged in standardized work, but independent judgment and specific instructions may be required in applying procedures to unusual cases. Errors are usually discovered by a lead support person or first line supervisor before serious consequences can result. Keying is normally from standard source documents and on standard types of electronic equipment. Knowledge of complex layouts and designs is not usually required. Employees in this classification may have a great deal of contact with the public and employees of other units in seeking and giving out information where general knowledge of departmental policy and procedures is required. There are no formal or direct lines of supervision over other staff although employees at this level may assist in the training of new employees and the monitoring and assigning of work to temporary employees performing similar work.

EXAMPLES OF DUTIES

Maintains electronic and manual filing, prepares and processes bills, vouchers, dockets, receipts, schedules, narratives, charts, tables, minutes, requisitions, notices, correspondence, and statistical and financial data, issues licenses and permits, and writes receipts for fees; classifies and posts information; accepts applications; checks books and other materials in and out; transcribes dictating machine records; stores and issues supplies. When serving as office receptionist greets visitors and the general public, answers inquiries or refers people to the proper officials; screens clients/applicants; makes appointments and travel arrangements; audits, balances, and checks payrolls, purchase orders, and claims; compiles figures on expenditures; maintains simple inventory records; may operate a switchboard in conjunction with receptionist duties; gathers information on a variety of subjects and compiles routine financial, statistical, activity, and legal reports; may operate electric typewriters, electronic memory typewriters, data entry machines, word processing equipment, and/or personal computers. Assist in the training and assigning of work to other employees performing similar level clerical tasks.

EMPLOYMENT STANDARDS

Education and Experience: Incumbents in this classification must have any combination of training and experience sufficient to demonstrate that the required knowledge, skills and abilities have been acquired.

Knowledge, Skills and Abilities: Incumbents must have knowledge of modern office procedures and practices; computers and data entry formats and processing. This includes standard business formats and sufficient knowledge to set up documents and process a variety of narrative, numerical or graphic information and compose forms and form letters and other routine correspondence; record keeping systems sufficient to maintain clerical records and to prepare routine reports; departmental policy and regulations sufficient to answer routine questions; business English, spelling and grammar sufficient to edit materials and correct typographical errors.

Incumbents must have the skill to spell correctly; use grammar properly; write complex memorandum, reports and business letters; make arithmetic calculations with speed and accuracy and key in data on a computer with reasonable speed and accuracy using basic mathematics and/or formulas; sort and file material using an established indexing/computer systems.

Must have ability to set up and type a variety of accounting, statistical and financial statements, letters and reports; compute and tabulate data; operate standard office machines; ability to establish and maintain effective relationships with the public; ability to type neatly and accurately at a minimum net rate of 35 words per minute with a maximum of 10 errors.