

CLERK TYPIST III

DEFINITION

The Clerk Typist III is an advanced level clerical classification that performs increasingly varied and responsible clerical duties, operates electronic information processing equipment and performs other related work. The incumbents of this classification will normally function as lead workers to Clerk I-IIs, Clerk Steno I-IIs, Clerk Typist I-IIs, entry level Account Clerks and other comparable clerical classifications, or perform extremely complex and difficult record keeping, or report to a division head, department head or have a comparable reporting relationship with a comparable official. Work methods in this classification normally require a considerable degree of independent judgment in interpreting, applying and revising procedures and precedents to a variety of situations. Incorrect decisions may have serious consequences. Information processing may be from standard source documents, but often is from a variety of rough drafts and/or multiple sources where knowledge of complex layouts and designs is 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 very specific, narrow and highly detailed knowledge of departmental policy and procedures is required. There is no legal supervision over other employees but as lead workers the incumbents in this classification will recommend, advise and assist management in the training, monitoring and assigning of work to other entry level clerical classifications.

EXAMPLES OF DUTIES

Incumbents in this classification assigns work to subordinate staff, makes recommendations on staff performance, trains new staff, types and/or keys complex reports, correspondence and statistical data; prepares agendas and takes minutes for boards and committees; collects, checks, tabulates and formats statistical and financial data; issues licenses and permits; classifies and posts a variety of information; stores and issues supplies. When reporting directly to a division or department head, incumbents in this classification will greet visitors and the general public, answer inquiries and refer people to the proper officials. Will make appointments, keep appointment calendars, make travel arrangements; conduct audits, review balances, and process employee time and pay records, purchase orders, and claims. Compiles figures on expenditures; maintains inventory records; operates and maintains complex electronic files; gathers information on a variety of subjects and compiles complicated financial, statistical, activity, and legal reports.

EMPLOYMENT STANDARDS

Education and Experience: Incumbents must have any combination of training and experience that is equivalent to two years of increasingly varied and complex clerical responsibilities, and demonstrate knowledge of electronic information processing equipment.

Knowledge, Skills and Abilities: Incumbents must have knowledge of modern office procedures and practices; leadership techniques to motivate subordinate staff. Knowledge of computers and data entry formats and processing. This includes standard business formats and enough advanced knowledge to set up complicated documents; process a variety of complex narrative, numerical and graphic information. Must possess enough knowledge of software to compose forms and form letters and other special correspondence. Must have knowledge of data base and spreadsheet systems sufficient to maintain electronically stored records and to prepare complicated reports. Must have enough knowledge of County and departmental policies and procedures to answer difficult questions.

Incumbents must have the skill to spell correctly, use grammar properly, write complex memorandum and reports and use business English; sufficient skill to edit materials and correct typographical errors; skilled at doing arithmetic calculations and operate electronic information processing equipment.

Incumbents must have an ability to do work with speed and accuracy; ability to gather and organize information from a variety of sources; ability to evaluate and devise work methods to improve efficiency or meet new requirements; ability to interpret complex guidelines; ability to operate standard office machines including electronic information processing equipment; ability to establish and maintain effective relationships with the public; ability to type neatly and accurately at a net rate of 50 words per minute minimum with a maximum of 10 errors.

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