

DEPARTMENT: ALL
CLASSIFICATION: FULL-TIME COMPETITIVE
PART-TIME NON-COMPETITIVE
APPROVED: JULY 9, 2020

TYPIST

DISTINGUISHING FEATURES OF THE CLASS: Performs routine clerical work involving the performance of clerical tasks in accordance with standard procedures and policies. Tasks are performed using modern office software and modern computer equipment and related peripherals. Although detailed instructions are given for new or different assignments and tasks are rather definitely fixed, employees must occasionally exercise independent judgment in completing some tasks. Work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, or by another step in the clerical process. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Sorts, indexes and files correspondence, invoices, requisitions, charts, reports and other office records;
2. Types forms, correspondence, vouchers, records, reports and other materials using a computer keyboard and/or typewriter when necessary;
3. Answers telephone, re-directs phone calls, provides routine information and acts as a receptionist when necessary;
4. Retrieves material from files and maintains charge-out records;
5. Prepares simple reports and assists in the preparation of more complex reports;
6. Collects funds and accounts for monies received;
7. Makes entries from original sources to update and maintain records;
8. Maintains routine office records including employee time and attendance records;
9. Performs arithmetical computations;
10. Schedules meetings and appointments;
11. May assist in taking, maintaining and/or re-stocking office inventories;
12. Operates standard office equipment including but not limited to typewriter, computer, copy and fax machine, scanner, laminator, calculator, etc.
13. Utilizes modern office software including but not limited to word processing, spreadsheets, databases, and proprietary software.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of business arithmetic and English; working knowledge of office terminology, procedures, and equipment; good clerical computer skills; ability to utilize modern office software including word processing, spreadsheets, databases, and proprietary software and modern computer equipment and related peripherals at an acceptable rate of speed and accuracy; ability to understand and follow verbal and written directions; ability to maintain accurate records; ability to write legibly; ability to get along well with others and interact effectively with the public; ability to maintain confidentiality; clerical aptitude; mental alertness; neatness of appearance; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.

NOTE: The Clerical I eligible list is used to fill Typist positions.