

CLERK TYPIST II

GENERAL STATEMENT OF DUTIES: Performs clerical duties requiring a decision making in legal documents and financial reports, maintaining a variety of departmental records, and compiling reports of a complex nature; does related work as required.

SUPERVISION RECEIVED: Works under the supervision of a clerical or administrative employee of higher rank in the performance of assigned duties.

SUPERVISION EXERCISED: Supervision is not a normal responsibility of positions in this class but an incumbent is expected to assist in the training and orientation of new employees.

EXAMPLES OF PRINCIPAL DUTIES: An employee in this classification will perform any or all of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Assists the general public in providing pertinent information concerning recording of documents, issue of license and certificates, receiving and posting monies.
2. Assists taxpayers in explaining laws and policies relating to the valuation or taxation of their property; calculates interest due on delinquent taxes.
3. Types forms, reports, correspondence, requisitions, simple tabulations and other materials from copy, rough draft or simply oral instructions; proofreads documents.
4. Files and indexes material alphabetically or numerically and conducts file and record searches; logs in document for public record.
5. Posts to various departmental, fiscal and other records according to standard procedures; prepares simple report data involving tabulation of posted data and simple arithmetical computations.
6. Answers routine inquiries of public and gives out forms and documents; refers callers to proper sources and makes appointments.
7. Operates a variety of office machines not requiring extensive previous training, including mimeograph, graphotype, adding machine, photographic recording machine, and related

equipment.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of office practices and procedures and of business English and spelling; skill in typing rapidly and accurately; ability to set up and type complex statements and reports; ability to make arithmetical computations rapidly and accurately; ability to understand and follow complex oral and written instructions; ability to establish and maintain harmonious working relationships with other employees and the public.

EXPERIENCE AND TRAINING: One year of clerical experience and graduation from a senior high school, including or supplemented by courses in typing, and demonstrated skill in typing with accuracy and considerable speed; or any satisfactory equivalent combination of experience and training.