

CLERK TYPIST III

GENERAL STATEMENT OF DUTIES: Performs complex clerical duties requiring thorough knowledge of departmental policies and regulations, and considerable judgement in the application of them to a variety of clerical problems, for which typing skill is required; does related work as required.

SUPERVISION RECEIVED: Works under the supervision of an administrative superior, who assigns work and reviews for conformance to departmental requirements.

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. Positions in this class differ from those at the Clerk II level by having, in addition to performing the duties expected of clerical personnel in this section, responsibility as a lead worker in assisting training new employees and for assuming supervision of this unit in the absence of a superior. The general duties performed are of greater complexity and involve more independence of action. This classification may also apply to non-supervisory positions which perform advanced level clerical duties of a difficult nature.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of standard office practices and procedures; skill in typing rapidly and accurately; considerable knowledge of office record keeping and reporting; ability to supervise the work of clerical assistants; ability to make arithmetical computations rapidly and accurately; ability to install and maintain clerical records, forms, and procedures; ability to prepare reports and correspondence; ability to establish and maintain harmonious relations with other employees and the public.

EXPERIENCE AND TRAINING: Two years of experience in clerical work of a progressively responsible nature; and graduation from a senior high school, including or supplemented by courses in typing; or any satisfactory equivalent combination of experience and training.