

## CLERK TYPIST I

GENERAL STATEMENT OF DUTIES: Performs clerical duties of limited complexity according to standard procedures for which typing skill is required, such as typing forms and reports, posting to departmental records, filing, and operating a variety of office machines of limited complexity; does related work as required.

SUPERVISION RECEIVED: Works under direct 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.

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. Types forms, reports, correspondence, requisitions, simple tabulations and other materials from copy, rough draft, dictating machine or simple oral instructions; proofreads documents.
2. Files and indexes material alphabetically or numerically and conducts simple file and record searches; logs in documents for public record.
3. 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.
4. Acts as counter clerk or receptionist, answering routine inquiries of public and giving out forms and documents; refers callers to proper sources and makes appointments.
5. Operates a variety of office machines not requiring extensive previous training, including mimeograph, adding machine, addressograph, graphotype, calculating machine involving simple calculation, photographic recording machine, and related equipment.

6. Maintains routine records pertinent to departmental operations.
7. Prepares departmental materials and supplies for shipping of mailing.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY: Working knowledge of business English, spelling and arithmetic; moderate skill in typing, ability to make simple computations and tabulations accurately and with reasonable speed; ability to understand and follow simple oral and written instructions; ability to learn assigned clerical tasks readily and to adhere to prescribed departmental routines; ability to establish and maintain harmonious working relationships with other employees and the public; general clerical aptitude.

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