

TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing standardized clerical duties and the regular operation of a typewriter, personal computer or word processor. The work is performed under direct supervision with detailed instructions given for new or difficult assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Compiles material to be typed; Reads instructions accompanying material, or follows verbal instructions from supervisor or person requesting document, to determine format desired, number of copies needed, priority, and other requirements; Types and revises material such as correspondence, reports, statistical tables, addresses, and forms, from rough draft, corrected copy, recorded voice dictation, or previous version displayed on computer screen; Sorts, indexes, and files mail, bills, requisitions, ledger cards and other material; Pulls material from files, makes routine file searches and maintains charge-out records; Issues and records applications, licenses and permits; Collects fees and accounts for monies received; Checks reports and records for clerical accuracy, completeness and proper extension; Answers telephone and gives out routine information, or relieves at switchboard; Maintains time records and payroll data; Operates photocopy, routine computing and other office machines; Makes entries on control cards, or in ledger from original sources; Makes arithmetical computations and compiles routine statistical reports; May use a typewriter, personal computer or word processor on a limited basis.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; Working knowledge of business arithmetic and English; Ability to type accurately at a satisfactory rate of speed; Ability to understand and follow oral and written instructions; Ability to get along well with others; Ability to write legibly; Clerical aptitude; Mental alertness; Neatness; Accuracy; Tact and courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma, including, or supplemented by, the successful completion of a typing course; Or
- B. Two years of clerical experience which shall have involved typing; Or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

Revised 7/6/87

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Reviewed 3/3/97