

CLERK TYPIST I

NATURE AND VARIETY OF WORK

This is entry level clerical work requiring proficient typing skills. Clerical duties are routine and varied. Instructions are provided for new or complex assignments. Work is performed under close supervision.

Upon the satisfactory completion of the probationary period, Clerk Typist I may, at the discretion of management, be promoted to Clerk Typist II.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Types reports, memorandums, letters from rough draft, forms and file cards.

Retrieves documents/information found in files.

Maintains accurate and retrievable filing system.

Answers telephone, relieving the supervisor of routine inquiries.

Logs in and disseminates office mail.

May greet the public and answer routine questions.

Learns to key information into a computer; learns to access information on a computer.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description but are within the general occupational category and responsibility level typically associated with the employee's class of work.

KNOWLEDGES, SKILLS AND ABILITIES

Accurate typing skills on typewriter or word processor.

Good knowledge of general office procedures.

Ability to maintain simple to complex filing systems.

Ability to learn office routines.

Ability to meet and deal courteously and effectively with the public.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D. certificate, plus three (3) months of general clerical experience. Any equivalent combinations of relevant training, education and experience will also be accepted. Applicants must be proficient in typing.

EXAMINATION

Applicants may be required to pass written, performance or other tests.

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