

## CLERK TYPIST II

### NATURE AND VARIETY OF WORK

This is full performance clerical work involving more complex typing and clerical assignments. Work assigned to this class requires independent action and good judgment. Responsibilities extend to providing technical advice and guidance to subordinate level clerical personnel. Work is performed under general supervision.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

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

Researches and retrieves 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 provide technical advice and guidance to subordinate level personnel.

May greet the public and answer routine questions.

Keys information into computer; accesses computerized information.

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 a simple to complex filing system.

Ability to perform office routines and follow standard operating procedures.

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

Good oral and written skills, correct use of grammar, spelling, and punctuation.

#### MINIMUM QUALIFICATIONS

Must have satisfactorily completed probationary period as Clerk Typist I; or high school diploma or G.E. D. certificate plus six (6) months of varied clerical experience. Any equivalent combination 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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