

TYPIST

(Revised: November 5, 2008)

Competitive

Non-Competitive for Part-time

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily routine clerical work involving full-time or substantial part-time operation of a computer for the entry and retrieval of information and to produce printed material such as letters, memoranda, forms, and reports. Work is performed under supervision on standard assignments and in accordance with defined procedures. Supervision is available for consultation on unusual problems and for instructions on new or difficult assignments. Excepting the ability to type, this class is equivalent to the class of Clerk. Alertness and willingness to learn and prepare for assignments of progressively increasing difficulty are essential attributes for an incumbent in this title. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Types materials from copy, rough draft, dictaphone cylinders and other detailed instructions; Prepares and types correspondence, documents, forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, reports, index cards, time cards, and similar materials;

Acts as secretary to an official where assignments are limited in scope;

Types, issues and records applications, licenses and permits;

Prepares and types records and reports and checks for clerical accuracy, completeness and proper extensions;

Prepares, stores and retrieves lists and documents;

Makes arithmetical computations, compiles and types simple statistical reports;

Files correspondence, memoranda, reports and other materials;

Indexes materials and performs simple record keeping tasks;

Collects fees and accounts for money received;

Makes entries on cards, bills or in ledger from original sources;

Schedules meetings and appointments;

Operates typewriter, computers, copying machines, fax machines, scanners, laminators, calculators and other office equipment and performs routine equipment maintenance tasks or may arrange for maintenance of such machines;

May order office supplies and maintain inventory of supplies and equipment;

May act as receptionist and telephone console operator.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of modern office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to type and operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases accurately at an acceptable rate of speed; ability to set up, store and retrieve appropriate forms, charts and other tabular listings; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; accuracy; tact and courtesy; neatness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma including or supplemented by courses or experience in computer, typing, or data entry.

NOTE: Clerical office experience which included computer, typing, or data entry may be substituted on a year- for-year basis for high school study.