

Jurisdictional Class: Competitive; Non-Competitive when Part Time
Adopted: November 5, 2008
Revised: April 23, 2015

TYPIST

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. Except for 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 & 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.

Typist

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and proof of typing ability*.

*Proof of typing ability: Experience or a course in typing, computer, or data entry within the last five (5) years, or an acceptable typing waiver held within the last five (5) years showing ability to type at 35 wpm.

NOTE: Clerical office experience may be substituted on a year- for-year basis for high school study but you must still possess proof of typing ability as indicated above.