

CLERK TYPIST I

General Statement of Duties: Performs routine typing, computer and general clerical duties; does related work as required.

Distinguishing Features of the Class: A Clerk Typist I engages in repetitive clerical work. Detailed instructions are given for new or difficult assignments and work is reviewed in process or upon completion for accuracy. Since this is the beginning class the typist series, alertness and willingness to learn and prepare for assignments of progressively increasing difficulty are essential. A Clerk Typist I may check the work of other clerks for accuracy but does not exercise direct supervision except on occasion.

Examples of Work: (Illustrative only)

- With typewriter or computer, types forms, form letters, complaints, statistical data, vouchers, payroll checks, records, reports, index cards, meter sheets and similar materials from rough drafts or from dictation machines;
- Takes applications for and types and issues permits and licenses;
- Addresses envelopes on a typewriter;
- Sorts correspondence, vouchers and similar materials;
- Files correspondence, memoranda, reports and other materials alphabetically, numerically or by other predetermined classification;
- Acts as receptionist, directing callers or counter customers to the proper person or office;
- Maintains simple clerical-accounting records;
- Operates copying, billing, calculator or other simple office machines;
- Operates two-way communication radio;
- Maintains statistical records and compiles reports;
- Performs clerical work relating to elections.

Required Knowledge, Skills and Abilities: Some knowledge of office terminology, procedures and equipment and also of business arithmetic and English; skill in the operation of a typewriter and computer, ability to type from clear copy or rough draft at a reasonable rate of speed; ability to understand and follow simple oral and written directions; ability to write legibly; ability to get along well with others; clerical aptitude mental alertness; tact and courtesy; good physical condition.

Acceptable Experience and Training: Completion of a standard high school course, including or supplemented by a course in typing and basic business computer courses; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.