

## **TYPIST CLERK I**

### **Job Summary:**

Under direct supervision, performs a variety of clerical work including, but not limited to, data entry, word processing, typing, filing, and maintenance of a variety of materials and records; may perform receptionist duties.

### **Distinguishing Characteristics:**

The Typist Clerk I is the first experienced (intermediate) level class in the Clerical Job Series. Incumbents typically have appropriate training with job related experience. Incumbents perform a variety of intermediate level clerical work. The Typist Clerk II performs advanced level clerical duties and performs with independence and full responsibility. As experience increases, the Typist Clerk I performs with increasing independence and proficiency necessary to perform as a Typist Clerk II.

Incumbents in this classification must complete one year working in this classification, must meet the minimum qualifications of Typist Clerk II and must meet Job Series guidelines to promote to Typist Clerk II.

### **Essential Duties and Responsibilities**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Prepares and types a variety of general office correspondence, memoranda, reports, forms, lists, notices, contracts, and other materials from clear copy, handwritten rough drafts, and/or oral instruction; proofreads own work.
2. Inputs information into the city's databases including, but not limited to CARES, and RECWARE.
3. Establishes and maintains files of correspondence, forms, reports, records, and other materials.
4. May process routine forms including, but not limited to, requisitions, receiving reports, invoices, and notices.
5. Checks and codes forms; records routine data; performs arithmetic computations.
6. Responds to requests for information from the general public; answers routine questions; refers calls or visitors to appropriate personnel and/or location.
7. Assists with timekeeping duties such as inputting payroll and maintaining attendance logs.
8. Receives, sorts, and distributes incoming mail; prepares materials for mailing, which may include large and bulk mailings.
9. Operates standard office machines including computer and related software.
10. Learns the division's functions, programs, operations, and procedures.
11. Makes photocopies, faxes, and files documents.
12. May monitor and restock office supplies and materials.
13. May assist in the preparation or setting up of meetings, training, or related activities.
14. Performs related duties as required.

**Qualification Guidelines**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and/or Experience:**

High school diploma or GED and one and a half (1 ½) years of current full-time paid experience performing general clerical work, one (1) year of which must have been at the Office Clerk level or equivalent. Experience and/or education may be substituted on a year for year basis.

**Knowledge of:**

- Modern office procedures, methods, and equipment.
- Record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Proofreading techniques.
- Customer service principles.

**Skill and/or Ability to:**

- Type 40 net words per minute from clear copy.
- Proofread own work.
- Perform clerical work with speed and accuracy.
- Operate standard office machines, including but not limited to, computer and related software, typewriters, calculators, and copiers.
- Learn the division's functions, programs, and operations.
- Establish and maintain effective working relationships with others.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written instructions.
- Effectively communicate orally and in writing.
- Organize and complete work according to priority.

**License and Certificate:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record. Typing certificate of 40 net words per minute obtained within the last 12 months is required at the time of application.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require talking, hearing, and vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which is primarily sedentary and repetitive.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for long periods of time.