

## TYPIST

**DISTINGUISHING FEATURES OF THE CLASS:** The position performs routine clerical work, which involves the operation of equipment requiring the manipulation of a standard alphanumeric keyboard in accordance with standards of acceptable levels of production. The types of equipment used to produce correspondence, reports, charts, etc. include electronic word processing equipment, personal computers, data terminals, printers, etc. This position is also characterized by a broad responsibility for the performance of non-typing clerical tasks. Work is routine in nature, however, as incumbents gain experience on assignments and unit activities, additional and more complex duties are added. These additional duties do not reach the difficulty or complexity of work associated with the senior level of this series. Although detailed instructions are given for new or difficult assignments with procedures that are definitely fixed, incumbents must exercise independent judgment in applying them to specific cases. The work is performed under general supervision with direct supervision if required for certain duties. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Compiles material to be typed; Reads instructions accompanying material, or follows verbal instructions from supervisor or person requesting document, to determine format desired, number of copies needed, priority, and other requirements; Types and revises material such as correspondence, reports, statistical tables, addresses, and forms, from rough draft, corrected copy, recorded voice dictation, or previous version displayed on computer screen; Sorts, indexes, and files mail, bills, requisitions, ledger cards and other material; Pulls material from files, makes routine file searches and maintains chargeout records; Issues and records applications, licenses and permits; Collects fees and accounts for monies received; Checks reports and records for clerical accuracy, completeness and proper extension; Answers telephone and gives out routine information, or relieves at switchboard; Maintains time records and payroll data; Operates photocopy, routine computing and other office machines; Makes entries on control cards, or in ledger from original sources; Makes arithmetical computations and compiles routine statistical reports; May use a typewriter, personal computer or word processor on a limited basis.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Working knowledge of office terminology, procedures and equipment; Working knowledge of business arithmetic and English; Ability to type accurately at a satisfactory rate of speed; Ability to understand and follow oral and written instructions; Ability to get along well with others; Ability to write legibly; Clerical aptitude; Mental alertness; Neatness; Accuracy; Tact and courtesy; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from high school or possession of a high school equivalency diploma, including, or supplemented by, the successful completion of a typing course; OR
- B. Two years of clerical experience which shall have involved typing; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

**SPECIAL REQUIREMENT FOR COMPETITIVE QUALIFICATIONS:** Must pass a qualifying keyboarding test at the rate of 35 wpm.

Revised 7/6/87; 3/2/94; 3/3/97; 12/28/17; 4/17/23