



---

## CLERK TYPIST 1

### FUNCTIONAL DEFINITION:

This is routine typing and clerical work which follows well established procedures. An employee in this class performs a variety of routine typing and clerical duties, according to prescribed procedures. Detailed instructions are usually given at the beginning of work and on subsequent new assignments; however, after employees become familiar with particular procedures, they may work with some independence on the more routine aspects of the work. Employees may make arithmetical or other checks upon the work of other employees, but usually do not exercise supervision except occasionally over extra employees. Work is normally reviewed and verified upon completion.

### EXAMPLES OF WORK PERFORMED:

- Types letters, tables, reports, forms, memoranda and other material from copy, rough drafts and detailed instructions
- Proofreads applications, letters and documents for typographical errors and completeness
- Meets the public and directs persons to proper officers; gives non-technical information and explains well-defined rules; opens, sorts and distributes mail; and takes telephone messages
- Performs clerical duties, such as filing, posting to records, keeping personnel records, issuing licenses and making arithmetical computations
- Operates several types of standard office equipment not requiring previous special training
- Operates a switchboard which has a limited number of trunk lines and extensions
- Performs related work as required

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Some knowledge of good English usage and grammar
- Skill in typing accurately from rough draft or plain copy at a reasonable working rate of speed
- Ability to learn assigned tasks within a reasonable time, to adhere to prescribed routines, and to develop some skill in the operation of common office machines
- Ability to make simple arithmetical computations and tabulations accurately and with reasonable speed
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective working relationships with other employees and the general public

### MINIMUM EXPERIENCE AND TRAINING:

Successful completion of a formal training course in typing; or any equivalent combination of experience and training.