

TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing routine clerical duties and/or assisting in the performance of more difficult clerical work. The class of Typist is comparable to the class of Clerk, but the work also requires the substantial use of a typewriter or word processing equipment in the performance of daily tasks. Direct supervision is received from a higher level clerical or administrative staff with detailed instructions given for new or difficult assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgements, lis pendens, reports, index cards, time cards, or similar materials;
Answers telephone and waits on the public;
Types addresses and mailing lists;
Types and maintains various types of records;
Files correspondence, memoranda, reports and other materials;
May operate a calculator, adding machine, typewriter, word processing equipment and other office machines;
Indexes materials and performs simple record keeping tasks;
Makes entries on cards or bills, or in ledger from original sources;
Makes arithmetical computations and compiles simple statistical reports;
Performs a variety of related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern office terminology, practices, procedures and equipment; working knowledge of Business Arithmetic and English; ability to type accurately at an acceptable rate of speed; ability to understand and follow oral and written instructions; ability to write legibly; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Graduation from high school or possession of a high school equivalency diploma; OR

(B) One year of clerical experience.

SPECIAL REQUIREMENTS: Candidates must demonstrate the ability to type at least 35 words per minute.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

Revised
CSC 08/11/92
06/14/94