

CLASS TITLE: PRINCIPAL CLERK TYPIST

Class Code: 02426400
Pay Grade: 12A
EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the work of several subordinates in a small office, or to supervise the work of a subdivision of a centralized office unit engaged in performing varied routine and difficult clerical tasks; to perform typewriting work of a difficult and responsible nature; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior in accordance with established policies and procedures; instructions usually are given only at the beginning of assignments involving a new type of work; work is generally in final form when completed and is subject to, but does not always receive, review by superior.

SUPERVISION EXERCISED: Supervises and reviews the work of clerical workers, assigning tasks and reviewing work performed for conformance to procedures and instructions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In accordance with established procedures, to supervise and participate in the work performed by a small staff engaged in performing one or several clerical tasks such as: preparing and issuing licenses or permits; preparing, verifying and processing requisitions, vouchers, claims and other records, forms or reports of a clerical nature related to fiscal activities; processing time, leave, travel, appointment, payroll or other personnel and related records, forms or reports; preparing, verifying, processing and maintaining other varied and important office records and reports; indexing and filing records, forms, reports, etc.; proofreading; assembling, compiling, verifying and analyzing routine statistical clerical data, including the preparation of tables and charts prescribed by a superior; coding of data to be used for mechanical tabulation; taking telephone calls; performing receptionist duties such as receiving visitors, giving them information of a routine or non technical nature or referring them to proper persons for requested information; processing incoming and outgoing mail, etc.

To supervise and review the work of a subdivision of a centralized office unit engaged in performing varied routine and difficult clerical tasks.

To perform typewriting work of a difficult and responsible nature in connection with any of the above-mentioned tasks.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of office practices, commercial arithmetic and business English; the ability to make moderately complex arithmetical computations and tabulations accurately and with reasonable speed; the ability to plan, supervise and review the work of a small clerical staff; the ability to keep complex records and to prepare periodic reports from such records; the ability to interpret and apply departmental policies and procedures relating to work assignments; the ability to prepare clear and concise oral and typewritten reports; the ability to establish and maintain effective working relationships with other employees and the public a reasonable speed and accuracy in typing complex or technical matter from plain or rough copy*; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a position involving the exercise of independent judgement in the performance of typing and other clerical work of a difficult nature.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

*NOTE: 40 net WPM-5 minutes

Class Revised: May 24, 1987

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